

**Special Meeting
Of the Board of Trustees
Of the Village of Bergen at
7:00pm on November 20th 2012**

The special meeting of the Board of Trustees was called to order by Mayor Marsocci at 7:00pm with the following present:

Deputy Mayor Cooper
Trustee Adams
Trustee Barclay
Trustee Morgante

Also present were: Village Administrator Cortney Gale, DPW Supervisor Ken Steinmetz, Rene Vurraro, and Tina Wilcox.

The special meeting was called to discuss emails relating to employee Comp Time, use of village vehicles, and how the emails portrayed employees.

Mayor's Report

Thank you for attending this special meeting tonight. I have called this meeting to discuss information that was sent by email to our staff regarding comp time. First of all our employees are our greatest asset. I feel this is one of the strongest groups of employees that the Village has employed in a long time. I was contacted by all of them which is why I felt it was necessary to have a meeting to make clear the intention of the information sent to them.

I want to fill you in on what my conversation was with Paul on Sunday morning. I was sharing with Paul about Kenny's interpretation of what a salaried employee is – Kenny's interpretation is different than mine. I believe that if a salaried employee works late or on a Saturday that it is part of his job. I also believe that if that salaried employee needs to come in late sometime or leave early for some reason that the salaried employee should not be charged for that time off. There is a mutual understanding that the nature of the job dictates the necessity for flexibility. But any other time needed off should be used as vacation, sick, or personal time.

Paul said that he would like to send out an email on this subject. I said it was fine with me. As a result of his email other emails were sent by board members in response. Some of the language used in the emails that were sent regarding this matter were inappropriate and offensive to our employees. They expressed their concern to me and I feel it is necessary to formally address the board in their defense.

Ken and I have discussed the situation and we now both have the same understanding of what a salaried employee is. We also have agreed that he has used up all his vacation time for this year. Going forward salaried employee 's will submit monthly calendars of how their time has been used and I will sign off on it.

I realize through this experience that we need to stop micro managing our employees. We need to stop second guessing them and stay out of their way and let them get the work done.

If a trustee has a personnel concern please see me and I will make sure the appropriate steps are taken to address the matter and I will report back to the trustee. If an employee has a concern they should work directly with their supervisor to address the issue. I will get involved only as needed. It is

understood that I am Courtney and Ken's Supervisor and if necessary will address these concerns with the board.

We need to use caution with the information that we discuss by email. We also need to take the time to fully investigate and become informed so that we can make good decisions.

In closing we have a great group of employees whose integrity and loyalty should not be questioned.

Discussion

The staff thanked the board for the opportunity to address them in an open forum. Four items of concern were addressed:

Email – the staff voiced their concern about the nature in which emails are used to communicate sensitive information.

Organizational Chart – the staff were under the assumption that both Mr. Gale and Mr. Steinmetz were peers as far as managerial responsibilities were concerned and that the Mayor was their direct supervisor. Members of the board also agreed that there was confusion over the correct hierarchy. The staff and board members took time to map out an organizational chart that everyone agreed to abide by.

Personnel Issues – the staff emphasized the need for complete and accurate information when addressing personnel issues. It was agreed by all that in accordance with the organizational chart all further personnel issues would be handled by Mr. Gale.

Management – the staff expressed that often they are side tracked from their daily work to answer questions or gather information for board members. The staff is happy to assist but need these requests to be channeled through Mr. Gale so that he can assign work according to priority.

The Board understood the employee's point of view and agreed to use emails for information and notification purposes but not discussions. They also agreed to adhere to the current organizational chart in which all village employees, including the DPW Supervisor reports to the Administrator who reports to the Mayor.

A motion was made by Trustee Adams and seconded by Trustee Barclay to adjourn the meeting. The motion was carried by the following vote:

Deputy Mayor Cooper - aye
Trustee Adams – aye
Trustee Barclay - aye
Trustee Morgante - aye

The Meeting was adjourned at 8:30pm

Respectfully submitted,

Cortney W. Gale
Village Administrator