

MINUTES – Alfred Village Board of Trustees Meeting

September 23, 2011

Present: Mayor Clark, Trustees Dosch, Rasmussen, Prophet (8:42 a.m.); Clerk-Treasurer Koegel

1. Meeting Opening – Mayor Clark opened the meeting at 8:35 a.m. and explained the purpose of the meeting: to approve Abstract 4B; discuss revenue proposals and discuss appointment of a part-time deputy clerk-treasurer.
2. **New Business**
 - a. Abstract 2012-4B – **A motion was made** and seconded by Trustees Dosch/Rasmussen to approve payment of Abstract 2012-4B in the total amount of \$43,236.02 as detailed below and on the abstract list distributed to the board. Motion passed 3-0.
 - b. Deputy Clerk-Treasurer
 - i. Creation of Position – **A motion was made** and seconded by Trustees Rasmussen/Dosch to create the position of part-time Deputy Clerk-Treasurer at a rate of \$11.00 per hour, with two-year term to run concurrent with the term of Clerk-Treasurer (4/2011 –3/2013); with scheduled number of hours to be set at budget time each year. For fiscal year 2011-2012 the hours are set at two 7-hour days per week plus up to three weeks of additional office as needed. Motion passed 4-0.
 - ii. Appointment – There was discussion of the advertisement and interview process in selecting Carolyn Hasper for a temporary office aide for the Code Enforcement Office organization project, and the outstanding work recognized by Clerk-Treasurer Koegel and Code Officer Cagle during their supervision of the project. Trustee Rasmussen confirmed good performance results from the project. **A motion was made** and seconded by Trustees Prophet/Dosch to approve the Mayoral appointment of Carolyn Hasper to serve as part-time deputy clerk-treasurer. Motion passed 4-0.
3. **Old Business**
 - a. Revenue Proposals – The board discussed proposals for invoicing public safety costs to both colleges.
 - i. Pre-Invoice Letter – **A motion was made** and seconded by Trustees Prophet/Dosch for the Mayor to issue a pre-invoice letter to each campus for public safety services. Motion passed 4-0.
4. **Adjournment** – The meeting was adjourned at 9:20 a.m.