TOWN OF ROSEBOOM

 SPECIAL TOWN BOARD MEETING

**February 18, 2019**

A special meeting for the Roseboom Town Board was held on February 18, 2019. Supervisor Gustafson called the meeting to order at 6:39 pm.

**PRESENT**: Supervisor Patti Gustafson, Councilpersons- Allegra Schecter, Daniel Gage, Curtis VanDewerker, Charles Diamond. Highway Superintendent Mitchell Vanburen

**ABSENT/EXCUSED**: None

**OTHER OFFICIALS PRESENT:** None

**VISITORS LISTING:** Attachment #1

**DISCUSSION:**

* A Public Notice was posted on the town bulletin board, town website, and on the bulletin board at Bob’s Country Store regarding: A special meeting to discuss highway personnel.
* Highway Superintendent, Mitchell Vanburen, expressed that he will not seek re-election for the Highway Superintendent position; as he plans to move out of NYS in the near future. He requested the Town Board appoint him to a temporary position as HEO and Administrative Assistant to assist the incoming Highway Superintendent during the transitional period.
* A **MOTION** was made by Councilperson ­VanDewerker and seconded by Councilperson Diamond to unanimously accept the written resignation of Highway Superintendent, Mitchell Vanburen, effective March 15, 2019. All were in favor, **MOTION** carried.
* A **MOTION** was made by Councilperson Schecter and seconded by Councilperson Gage to create a temporary HEO/Administrative Assistant position (to assist the incoming Highway Superintendent during this transitional period) and appoint Mitchell Vanburen to this temporary position. The temporary position will be effective March 15, 2019 through October 15, 2019. Mr. Vanburen tenders his resignation from the HEO/Administrative Assistant position effective October 15, 2019. All were in favor, **MOTION** carried.
* The Town Board expressed their appreciation for Mr. Vanburen’s dedication and commitment in serving the residents of the Town of Roseboom, as well as, his knowledge and skills as the board moves forward to meet the needs of the community and the newly appointed Highway Superintendent, who will fulfill the unexpired term, ending December 31, 2019.
* The Town Clerk will post a notice in the pennysaver regarding the vacancy for the Town of Roseboom’s Highway Superintendent position, to fulfill the unexpired term, ending December 31, 2019. Potential Candidates will be canvased. The Town Board anticipates appointing a Highway Superintendent to fulfill the unexpired term at the March board meeting.
* Financial: The total increase of the temporary HEO position is approximately $30,000. Existing budgeted appropriations will be used to cover a percentage of the costs associated with this position. The remaining will come from General Fund Unappropriated Reserves, as needed.
* A **MOTION** was made by Councilperson ­Diamond and seconded by Councilperson VanDewerker to approve the use of DA.5110.R in the amount of $5,000, DA.5130.R in the amount of $5,000, and DA.5110.4.1 in the amount of $2,500, totaling $12,500 AND an Internal Transfer from the General Fund (Unallocated/Unappropriated Reserves) to Highway Fund (Savings) in the amount of $10,000. The residual balance will be addressed later in the year if the funds are not available in the Highway Fund. All were in favor, **MOTION** carried.

**MEETING ADJOURNMENT**:

* A **MOTION** to adjourn the February 18, 2019 meeting was made by Councilperson Diamond and seconded by Councilperson VanDewerker. All were in favor. The meeting was adjourned at 7:19 pm.

Respectfully Submitted,

Erin Seeley

Town Clerk/Collector