

**VILLAGE OF PORT DICKINSON**  
**Work Session**  
**January 22, 2013**  
**5:00pm**

<b>Officers Present:</b>	<b>Mayor</b>	<b>Kevin M. Burke</b>
	<b>Trustees</b>	<b>Robert Aagre</b> <b>Michael Blakeslee</b> <b>Michael Cashman</b> <b>Richard Felo</b>
	<b>Clerk</b>	<b>Susan Fox</b>
	<b>Treasurer</b>	<b>Cheryl Miller</b>

1. Officer Buttacavoli will be out indefinitely. Exploring the possibility of Part-time Officer Brian Faughnan being appointed to fill the vacancy on a provisional full-time basis.
2. Treasurer Miller discussed issues which were highlighted at a recent audit of the Town of Binghamton: lack of oversight by Board, sales tax paid, payments not deposited on a timely basis, proper documentation for purchases.
3. Budget preparation will begin in February with worksheets being sent out to Trustees. A Public Hearing will need to be scheduled at the 3/12/13 meeting for discussion of the budget. 4/12/13 meeting will be the Public Hearing on the Budget and approval.
4. Mayor Burke will be appointing Trustee Blakeslee as Fair Housing Officer at the 2/12/13 meeting.
5. The resolution to increase building permit fees if construction is started without a permit will be on the 2/12/13 agenda.
6. National Rotary and Hillcrest Rotary have received a grant for \$2000 for purchase of an external AED.
7. The electric installation cost for the Elevator Project has been reduced from \$10,000 to \$5,036. Mayor Burke is working on a further reduction.
8. Mayor Burke is trying to secure pricing for flags/plant baskets for poles on Chenango St.
9. The ISO report has been received. Mayor Burke will respond to try to improve the rating.
10. The Town of Dickinson Sewer Contract has been completed. Any questions should be directed to Attorney Kline or Engineer Lake. There is no specific dollar amount, the payments are based on a formula computed from the percentage of monthly flow.
11. Phelps St. will be paved once work has been completed by utilities. Trustee Cashman should be advised of other areas of concern so that he can prioritize CHIPS spending.
12. The newsletter will be mailed on 2/28/13 with the water bills.
13. Trustees Felo and Cashman will be looking at cell phone reimbursements and the possibility of adding phones to the Village plan.

Respectfully submitted,  
Susan E. Fox, Village Clerk