

Village of Northport
Finance Committee
Special Meeting Minutes
April 24, 2023

Members present: Laura Cavendish, Jane Gale

Members absent: Chris McCann

Staff present:

Public present: 1 virtual

The meeting was called to order at 10:08 AM.

Public comment: none

The purpose of the special meeting is to establish a realistic salary range for the Village Manager and identify funds for a part time clerical support position. The Village has not paid the Treasurer salary since December 2022. Beginning May 1, Cindy will move into the Treasurer position and the Liaison salary will be freed up. The savings in salary and benefits from December 2022 through July 2023 will total approximately \$38,600. After meeting the financial terms of the MLI search and interim leadership contract, we can apply \$20,000 to the salary budget. We recommend a salary range of \$60,000 - \$72,000 for the Village Manager position,

Limiting office hours and adding clerical help could free up staff time, allowing them to work more efficiently. We estimate we can fund a position 20 hours a week at \$18 - \$19 per hour. Finance Committee asks the Employee Relations Committee to consider crafting a job description to include telephone triage, message taking, filing, copying, posting to our website, supporting the Planning Commission as recording secretary and other duties as assigned. We suggest Monday - Thursday from 10:00AM - 3:00PM would cover the times of regular committee meetings, allowing the Clerk, Treasurer and/or Manager to attend uninterrupted.

Public comment: none

The meeting was adjourned at 11:41 AM.

Submitted by,
Jane Gale, Chair