

Village of Cayuga Heights
Special Meeting of the Board of Trustees

Present: Mayor Supron, Trustees Crooker, Karns, Riesman, and Szekely, Attorney
Marcus, Clerk Manning
Absent: Trustee Andolina
Others: James LaVeck, Jenny Stein, Eric Huang

Mayor Supron opened the meeting of September 7, 2010 at 9:05 AM and announced the retirement of Village Clerk Norma Manning effective October 15, 2010. Clerk Manning will be moving to Maryland to be near her family.

**Motion by Trustee Riesman
Seconded by Trustee Karns**

Motion to enter Executive Session to discuss a personnel issue of a specific employee.

**Mayor Supron, Trustees Crooker, Karns, Riesman and Szekely
VOTED Yes.**

**Motion by Trustee Karns
Seconded by Trustee Crooker**

Motion to exit Executive Session at 9:50 AM

**Mayor Supron, Trustees Crooker, Karns, Riesman and Szekely
VOTED Yes.**

**Motion by Trustee Szekely
Seconded by Trustee Riesman**

**Move to pass Resolution 6712 to authorize the Clerk to advertise the position of
Village Clerk with a starting salary to be determined.**

**Mayor Supron, Trustees Crooker, Karns, Riesman and Szekely
VOTED Yes.**

It was decided that applications would be accepted until September 27, with interviews set up for later that week. The search committee will consist of the Mayor, Trustees Szekely and Karns, and Clerk Manning.

At this time, Mayor Supron said that Michelle Poppensiek, who held a temporary position of typist in the Village Clerk's office in both 2004 and 2005 is again available to

work in the Clerk's office. She is available to work part time, and will hopefully put in more hours as needed. A resolution was requested to approve her employment.

**Motion by Trustee Riesman
Seconded by Trustee Karns**

Move to pass Resolution 6713 authorizing the hiring of Michelle Poppensiek as a temporary typist in the Village Clerk's office starting as soon as possible part time (20-25 hours/week) building to full time as needed at a rate of \$15.00/hour.

**Mayor Supron, Trustees Crooker, Karns, Riesman and Szekely
VOTED Yes.**

Mayor Supron will contact Michelle regarding the Board's approval.

**Motion by Trustee Riesman
Seconded by Trustee Karns**

Motion to adjourn at 10:05 AM.

**Mayor Supron, Trustees Crooker, Karns, Riesman and Szekely
VOTED Yes.**