

**VILLAGE BOARD OF TRUSTEES
DECEMBER 18, 2017 MINUTES**

Mayor Michael VandeVelde presiding

MEMBERS: Jill Santi, Rob Cochran, Mike Catalano, Al Holbrook

OTHERS: Vince Luce, Becki Paternosh, Rob Genthner, Andrew Thompson, Andrew Webster, Bonnie Rae Strickland, Ed LeBarron, Marsha Holland, Marybelle Beigh, Bill Christ, Ann Kneer, Tom Tarpley

**MAYOR/BOARD
MINUTES**

The board made a motion to approve the 11/20/17 minutes by Trustee Holbrook, seconded by Trustee Catalano and was carried unanimously.

AUDITORS 2016-2017 DISCUSSION

There were three recommendations regarding the material reviewed by the Auditor. One operational matter on the side of security which would involve figuring it into next year's budget. The other two dealt with internal controls; one would involve someone else looking at the bank reconciliations which could be the Mayor or the Deputy Treasurer, and the other was add a listing report after payroll receipt; they are both internal control issues. The Treasurer noted there has been discussion about having the Mayor look at the bank reconciliations.

RESOLUTION #23-2017

The board made a motion to approve the following Resolution by Trustee Holbrook, seconded by Trustee Santi and was carried unanimously.

**AUTHORIZING THE MAYOR AS CLAIMS AUDITOR
FOR VILLAGE WARRANTS (PAYABLES) APPROVAL**

RESOLVED, that the Village Board has authorized Mayor Michael VandeVelde to serve as the Village Claims Auditor for Village Warrants Review and Approval effective immediately.

Be it further resolved, that the Deputy Mayor shall serve as the Village Claims Auditor in the absence of the Mayor.

UPDATE ON MAIN ST. BACK PARKING LOT

Ed LeBarron is working with the Engineer for the Storm Water separators. He hopes to go out to public bid sometime in January because they are over our Procurement Policy amount. He hopes for an April start time.

CAMERA UPDATE

Andrew Thompson reported that all of the four cameras are now up. One is located across from the School; one is in the back parking lot; one is at the intersection of Main

and Portage Street and the last one is at Holt Street. Further training will be scheduled with the camera technician. Chief Genthner suggested having a screen and the system located in his office that would show visibility at all times from the cameras.

POLICY MANUAL UPDATE

The board discussed the Policy Manual Updates. The board noted this is good to have as a reference tool. Clerk Luce reported that all the relevant policies have been reviewed and updated and retyped into a consistent format for ease of use. When completed, the policies will be bound and distributed as necessary. The following listing is in need of approval or it was used in the past but no enactment date was found.

Automobile Usage Policy
Credit Card Policy
Driver's Standards and Acknowledgement Policy
Fund Balance Policy
Investment Policy
Leave of Absence Policy
Maintenance of Work Areas
Military Service
Information Security Breach & Notification Act

REGISTRAR

The Treasurer noted that there are two issues. The Town has the money in their accounts for copies of birth and death certificates; the old ones not the new ones, which is the \$8,000. We get a bill from the State for .50¢ per birth and death certificates for new ones. There is a bill that is due to the Town Clerk and a bill to the Registrar. The Town believed that giving the Registrar a stipend it would cover both the Town and the Village which is not true at this time. It is necessary to find out where the *original* district is. That is something that the County Legislators would have to pass a resolution for. Marybelle Beigh offered to research this issue. Following further discussion, the following motion was made.

On a motion made by Mayor VandeVelde, seconded by Trustee Catalano and was carried unanimously that the Village return the fees from 2016-2017 to the rightful Registrar and Deputy Registrar that performed those duties to earn the fees from the Village.

The Fees for 2016 totaled \$6,960 for Andrea and \$1,180 for Jill. And for 2017 so far through August is \$3,550 for Andrea and \$860 for Jill.

POLICE DEPARTMENT

MONTHLY OVERTIME REPORT

The board made a motion to approve the Monthly Report and Overtime Report of 70 hours by Trustee Catalano seconded by Trustee Cochran and was carried unanimously.

FIRE DEPARTMENT

MONTHLY REPORT

The board made a motion by Trustee Santi, seconded by Trustee Cochran and was carried unanimously to approve the Fire Department Monthly Report.

RECREATION DEPARTMENT

MONTHLY REPORT

The board made a motion to approve the Recreation Dept. Program Report by Trustee Cochran, seconded by Trustee Holbrook and was carried unanimously.

CODE ENFORCEMENT

MONTHLY REPORT

The board made a motion to approve the Monthly Report by Trustee Holbrook, seconded by Trustee Santi and was carried unanimously.

HISTORIAN

MONTHLY REPORT

The board made a motion to approve the Monthly Report by Trustee Santi, seconded by Trustee Catalano and was carried unanimously.

PUBLIC WORKS

MONTHLY/OVERTIME REPORT

The board made a motion to approve the Monthly Report and the Overtime Report of 24.30 hours by Trustee Catalano, seconded by Trustee Santi and was carried unanimously.

WATER DEPARTMENT

MONTHLY AND OVERTIME REPORT

The board made a motion to approve the Monthly Report and the Overtime Report of 68.5 hours by Trustee Cochran, seconded by Trustee Catalano and was carried unanimously.

SEWER DEPARTMENT

MONTHLY AND OVERTIME REPORT

The board made a motion to approve the Monthly Report and the Overtime Report of 16.25 hours by Trustee Cochran, seconded by Trustee Catalano and was carried unanimously.

ENGINEERING PROPOSAL FROM WENDEL

The board made a motion to approve the Phase 2 Engineering Proposal from Wendel in the amount of \$188,000 as recommended by the DPW Advisory Board by Trustee Catalano, seconded by Trustee Santi and was carried unanimously.

This involves engineering of the following items: Replacement of the UV Disinfection system, Replacement of the Abel Pump, installation of the Septage Receiving Station, and Replacement of the Control Building. Also for bidding and construction oversight of those four items and replacement of the main generator at the Plant and replacement of the mixer and aerator on digester number one with a new mixer, aerator and blower in the building.

ELECTRIC DEPARTMENT

MONTHLY OVERTIME REPORT

The board made a motion to approved the Monthly Report and Overtime Report of 72.0 hours on a motion by Trustee Santi, seconded by Trustee Cochran and was carried unanimously.

ARC FLASH STUDY UPDATE PROPOSAL

The board made a motion by Trustee Holbrook, seconded by Trustee Cochran and was carried unanimously to approve the Arc Flash Study Update Proposal from O'Brien and Gere in the amount of \$14,700.

DECLARE GIS SCANNER SURPLUS

The board made a motion to declare the Large Format GIS Scanner as surplus by Trustee Cochran, seconded by Trustee Catalano and was carried unanimously.

TREASURER

MONTHLY AND OVERTIME REPORT

The board made a motion to approve the Monthly Report and Overtime Report of .5 hours by Trustee Santi, seconded by Trustee Catalano and was carried unanimously.

APPROVAL OF FINANCIALS

The board made a motion by Trustee Holbrook, seconded by Trustee Catalano and was carried unanimously to approve the Financials for June, July, August, September, and October.

CLERK

WARRANTS

The board made a motion by Trustee Cochran, seconded by Trustee Holbrook and was carried unanimously to approve the following warrants:

General	#29	\$16,052.94
Electric	#32	57,742.97
Water	#30	3,741.34
Sewer	#30	1,322.91
General	#31	43,939.29
Electric	#34	199,052.72
Water	#33	9,981.48
Sewer	#33	314,400.84

There being no further business to come before the board the meeting was adjourned on a motion made by Trustee Catalano, seconded by Trustee Santi and was carried unanimously.