

RUSHVILLE VILLAGE BOARD MEETING
Special Board Meeting
April 12, 2017

TIME: 5:30 PM

PLACE: Rushville Village Hall

PRESENT: Mayor John Sawers

Trustees Holly Krossber, David Masters, Kimberly Payne and Mark Fargo

ATTENDANCE: Art Rilands, Reggie O'Hearn, Pat Sawers, Janet Landcastle, Jim Landcastle, Jonette Keneston, Chandra Gilman, Bob Walker

The Mayor called the Special meeting to order at 5:35pm

Salute to the Flag.

Special meeting

WWTP Resolution:

A motion was made by Dave Masters and a second was made by Mark Fargo to approve the Bond Resolution authorizing maximum dollar amount to be spent.

Roll Call vote: Trustee: Holly Krossber – Yes

Trustee: Mark Fargo – Yes

Trustee: Kim Payne – Yes

Trustee: Dave Masters – Yes

Unanimously passed.

The Mayor asked for a vote to approve a company to handle the Dissolution Process.

Trustee Holly Krossber and Mark Fargo both said they were leaning towards MRB. Trustee Holly Krossber said for her the choice was between MRB & LaBerge, but there was a significant difference in price between the two, almost \$30,000. Trustee David Masters agreed. Trustee Holly Krossber made a motion to hire MRB for the Dissolution Process. A second was made by Mark Fargo. The motion was unanimously passed.

TENTATIVE BUDGET

The Mayor introduced Robert Fox & Tina DeNigro from EFPR Solutions to go over the 2017-2018 budget. Mr. Fox made a recommendation to hold off on the capital expenditures until after the dissolution vote. The new budget would keep the taxes at the same rate. He said the budget can be changed after the vote if it needs to be.

But he felt the taxes should remain the same and he again said he felt the Village was in good shape as he had after the audit.

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ANNUAL ORGANIZATION MEETING

RE: Opening the Annual Organization Meeting

The annual organization meeting was opened at 6:00pm.

RE: Planning Board Appointments

A motion made by Trustee Kimberly Payne and seconded by Trustee David Masters to appoint Jason Green, Mark Stash & Doug Rigby as members of the Planning Board, each for a term of 2 years to expire April 2019. Motion was unanimously carried.

RE: Zoning Board of Appeals Appointments

A motion made by Trustee Kimberly Payne and seconded by Trustee Dave Masters to appoint Karen Johnson to the Zoning Board of Appeals for a term of 3 years, to expire in April 2020. Motion was unanimously carried.

RE: Reading Center Board Appointment

A motion made by Trustee Kimberly Payne and seconded by Trustee David Masters to appoint Lynn Magill as a member to the Reading Center Board for a term of 5 years, to expire in April 2022. Motion was unanimously carried.

RE: Historian

A motion made by Trustee Kimberly Payne and seconded by Trustee Dave Masters to appoint Ken Seeling as Village Historian for a term of 1 year, to expire April 2018. Motion was unanimously carried.

RE: Fire Chief

A motion made by Trustee Kimberly Payne and seconded by Trustee Dave Masters to approve Art Rilands as Fire Chief, as elected by the members of the Rushville Hose Company, for the term of 1 year, to expire April 2018. Motion was unanimously carried.

RE: Fire Police and Drivers

A motion made by Trustee Kimberly Payne and seconded by Trustee Dave Masters to approve the list of fire police and drives as provided by the Rushville Hose Company. Motion was unanimously carried. List is on file.

RE: Vice-Mayor Appointment

A motion made by Trustee Kimberly Payne and seconded by Trustee Dave Masters to appoint Trustee Holly Krossber as Vice-Mayor for a term of 1 year to expire April 2018. Motion was unanimously carried.

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Re: Trustee Committee Assignments

A motion made by Trustee David Masters and seconded by Trustee Holly Krossber to approve the list of Trustee committee assignments and representatives to other Boards as follows. Motion was unanimously carried.

Cemetery	Mark Fargo and David Masters
Personnel	Holly Krossber and Kimberly Payne
Streets	David Masters and Kimberly Payne
Village Park	Holly Krossber and Kimberly Payne
Sewer Department	Mark Fargo and David Masters
Water Department	Holly Krossber and Kimberly Payne
Finance	Holly Krossber and David Masters
Fire Department	Mark Fargo and David Masters
Planning Board	Holly Krossber
Zoning Board of Appeals	Kimberly Payne
Mabel D. Blodgett Reading Center	Kimberly Payne
Cndga Lake Watershed Council	Dave Masters
Cndga Lake Watershed Commission	John Sawers

RE: Village Attorney

A motion was made by Trustee Holly Krossber and seconded by Trustee Dave Masters to appoint Donald Cheney & Tom Blair of Cheney & Blair, LLP as the Village Attorney for a term of 1 year to expire April 2018.

RE: Village Engineers

A motion was made by Trustee Holly Krossber and seconded by Trustee Dave Masters to appoint Chatfield Engineers and MRB Group as Village Engineers for a term of 1 year, to expire April 2018. Motion was unanimously carried.

RE: Official Newspaper

A motion was made by Trustee Holly Krossber and seconded by Trustee Kimberly Payne to declare the official newspaper of the Village of Rushville to be the Finger Lakes Times. Motion was unanimously carried.

RE: Official Depositories

A motion was made by Trustee Holly Krossber and seconded by Trustee Kimberly Payne to declare the official depositories to be Community Bank, N.A. and the Lyons National Bank. Motion was unanimously carried.

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RE: Dates for Regular Monthly Meeting

A motion was made by Trustee David Masters and seconded by Trustee Holly Krossber to schedule the date, time and place for the regular monthly meeting as the 2nd Monday of the Month, (3rd Monday, if the 2nd is a holiday), at 7:00pm at the Village Hall to begin on June 12th. Motion was unanimously carried.

RE: Date for Annual Organizational Meeting

A motion was made by Trustee Kimberly Payne and seconded by Trustee Holly Krossber to tentatively set the next Organizational Meeting for April 8, 2018. Motion was unanimously carried.

RE: Mileage Rate

A motion was made by Trustee David Masters and seconded by Trustee Holly Krossber to set the mileage reimbursement rate to be \$0.50 per mile. Motion was unanimously carried.

RE: Real Property Rental Fees

A motion was made by Trustee Kimberly Payne and seconded by Trustee Dave Masters to set the real property rental fees as follows. Motion was unanimously carried.

Fire House

- \$150 for meeting room
- \$175 for meeting room & kitchen
- \$200 deposit required w/signed rental agreement
- All requests need to be approved by the Fire Dept.

Park

- No charge for Village residents
- \$10/day for Non-Village residents
- \$25 deposit required w/signed rental agreement for all users

Village Hall Meeting Room

Single Time Use:

- Free to Village Residents
- \$25 for Non-Village Residents

Weekly Use up to 8 Weeks:

- \$50 for Village Residents
- \$100 for Non-Village Residents

Weekly Use for More than 8 Weeks

- \$100 for Village Residents
- \$200 for Non-Village Residents

\$50 deposit required w/signed rental agreement for single time use outside of normal office hours and for weekly use up to 8 weeks

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RE: Water Meter Replacement, Turn-On & Turn-Off Fees

A motion was made by Trustee Holly Krossber and seconded by Trustee Kimberly Payne to set the water fee as follows. Motion was unanimously carried.

\$200 for meter replacement

\$50 to turn off (meter will be removed)

\$50 to turn-on

RE: Property Maintenance Fee

A motion was made by trustee Holly Krossber and seconded by Trustee Kimberly Payne to set the property maintenance fee for mowing to \$50 per mowing. Motion was unanimously carried.

RE: Bounced Check Fee

A motion was made by Trustee Kimberly Payne and seconded by Trustee Holly Krossber to set the bounced check fee at \$20, the maximum amount allowed by NYS General Obligation Law section 5-328. Motion was unanimously carried.

RE: Procurement Policy

A motion was made by Trustee Kimberly Payne and seconded by Trustee Dave Masters to adopt the following procurement policy as written. Unanimously carried.

Purchases in excess of \$20,000 and public works contracts in excess of \$35,000 will be competitively bid unless such purchase of goods and services are under State or County contracts. A determination will be made by the Board as to whether proposed purchases or contracts are required to be competitively bid. If no bid is necessary; the following quotes will be sought: for regular purchases department heads are required to seek two (2) verbal quotes for purchases between \$500-\$2,999; two (2) written quotes for purchases between \$3,000-\$9,999; and three (3) written quotes for purchases between \$10,000-\$19,999. For Public Works contracts department heads are required to seek two (2) verbal quotes for contracts between \$500-\$2,999; two (2) written quotes for contracts between \$3,000-\$9,999 and three (3) written quotes for contracts \$10,000-\$34,999.

RE: Investment Policy

A motion was made by Trustee Kimberly Payne and seconded by Trustee Dave Masters to maintain the current investment policy on file. Motion was unanimously carried.

RE: Purchasing Card Policy

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A motion was made by Trustee Kimberly Payne and seconded by Trustee Dave Masters to maintain the current purchasing card policy on file. Motion was unanimously carried.

RE: Notice of Defect Policy

A motion was made by Trustee Kimberly Payne and seconded by Trustee Dave Masters to maintain the current notice of defect policy on file. Motion was unanimously carried.

RE: Rule of Procedure Policy

A motion was made by Trustee Kimberly Payne and seconded by Trustee Dave Masters to adopt the Rules of Procedure for the Village of Rushville as its meeting rules of procedure policy. Motion was unanimously carried. The rules are on file.

RE: Special Meeting Policy

A motion was made by Trustee Kimberly Payne and seconded by Trustee Holly Krossber to adopt the following as the policy for calling a special meeting. Motion was unanimously carried.

If the need for special meeting arises, the Mayor or two (2) Trustees will inform the Village Clerk of the date, time and purpose at least 72 hours in advance for meetings planned at least one week in advance and at least 48 hours in advance for meetings planned less than one week in advance. The Clerk will then contact the news media and ensure that all members of the Board of Trustees are aware of the meeting. After this the Clerk will be sure to post notices in at least eight (8) public locations.

RE: Advance Approval of Claims

A motion was made by Trustee David Masters and seconded by Trustee Mark Fargo to adopt the following as its advance approval of claims policy. Motion was unanimously carried.

The Board of Trustees authorizes payment in advance for public utility services, postage, freight and credit balances. The need for payment of time sensitive claims may be made as required not to incur late fees. All such claims must be presented at the next regular meeting for audit and the claimant and the officer incurring or approving the claims are jointly and severally liable for any amount the Board of Trustee disallows.

RE: Attendance at Schools & Conferences

A motion was made by Trustee David Masters and seconded by Trustee Mark Fargo to adopt the following as the attendance at schools and conferences policy. Motion was unanimously carried.

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The Board of Trustees authorizes and supports the schooling and certification necessary to maintain proper licensing in regards to the water and sewer treatment plants. Mandatory credit hours do not need pre-approval. However any credit hours over the minimum State requirements do need pre-approval by the Board. All other schooling that has an associated fee for the Clerk-Treasurer, Code Enforcement Officer, Planning Board Members, Zoning Board of Appeals Members, and the Volunteers of the Rushville History Room, need pre-approval.

RE: Unpaid Water & Sewer Relevy Policy

A motion was made by Trustee Holly Krossber and seconded by Trustee Kimberly Payne to adopt the following as the unpaid water and sewer Relevy policy. Motion was unanimously carried.

Any and all water/sewer account that have outstanding balances on March 1st will receive a notice from the Clerk-Treasurer indicating that such account holders have until March 25th, or the previous business day if the 25th falls on a Saturday or Sunday, to clear the outstanding balance. If the outstanding balance is not cleared by the given date then a \$100 relevy fee for outstanding water charges and a \$100 relevy for outstanding sewer charges, will be applied and the total amount will be sent to the appropriate County for relevy onto their Village tax bill. In the event that the account holder is not also the homeowner, then a notice will be sent to both the landlord and their occupying tenant as long as the Clerk has knowledge of such property is a rental unit. This policy will allow the Clerk-Treasurer to prepare an accurate relevy list to present to the Board for approval at the April monthly Board Meeting.

RE: Closing the Organizational Meeting

With all matters addressed, the organizational meeting was closed at 7:30pm.

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RE: Adjournment

With no further business, a motion was made by Trustee Mark Fargo and seconded by Trustee Kimberly Payne to adjourn the special meeting at 7:30pm.

Respectfully Submitted,

Joanne Burley
Village Clerk-Treasurer