

**RUSHVILLE VILLAGE BOARD MEETING**  
**Budget & Organizational Meeting**  
**April 30, 2018**

TIME: 6:00 PM

PLACE: Rushville Village Hall

PRESENT: Mayor John Sawers

Trustees Holly Krossber, Kimberly Payne and Mark Fargo

ATTENDANCE: Janet Landcastle, Jim Landcastle, Bob Walker, Marla Lapin

The Mayor called the meeting to order at 6:15pm

The Mayor asked the board to consider signing the MRB Agreement that was tabled at the last board meeting. Trustee Holly Krossber is still unhappy with the increased price that is in the agreement. There was much discussion between the board members. Trustee Holly Krossber asked if there will be more increases. The Mayor said he had asked MRB this question and Greg had said no there should be no more increases.

Trustee Kim Payne made a motion to sign the MRB agreement. Trustee Holly Krossber made a 2<sup>nd</sup> to the motion and the motion was unanimously passed.

FINAL BUDGET

The Mayor asked if anyone had any questions regarding the final budget. Trustee Holly Krossber expressed that she was concerned over the amount of money that we were spending this year, especially given that we haven't even dug ground on the sewer project yet so we don't know where we will be with the final project costs. Between the roof and the fire company it is a lot for one year. Also Krossber thinks the budget is incorrect in that it lacks a \$30,000 expenditure for the Fire Department's rescue truck. Discussion went on for several minutes giving pros and cons of the existing budget. The Mayor asked if the board could take a vote. Trustee Mark Fargo made a motion to adopt the final budget. Trustee Kim Payne made a 2<sup>nd</sup> to that motion. A roll call vote was taken. Trustee Mark Fargo – Yes, Trustee Kim Payne – Yes, Trustee Holly Krossber – No and Mayor – Yes. The motion was passed by a 3 to 1 vote.

The Mayor announced that the Village would like to adopt 2 new Local Laws at the May 14, 2018 meeting. Local Law #1 being Reimbursement of Professional Fees and Local Law #2 being Solar Energy. The Mayor asked the board to approve the holding of a Public Meeting on May 14, 2018 to adopt these Local Laws. Trustee Holly Krossber made a motion to hold a public hearing on May 14, 2018 to consider adopting Local Law #1 – Reimbursement of Professional Fees. Trustee Kim Payne seconded that motion. A roll call vote was taken. Trustee Holly Krossber – Yes, Trustee Kim Payne – Yes, Trustee Mark Fargo and Mayor John Sawers – Yes. The vote was unanimously passed.

Trustee Holly Krossber made a motion to hold a public hearing on May 14, 2018 to consider adopting Local Law #2 – Solar Energy. Trustee Kim Payne made a 2<sup>nd</sup> to this motion. A roll call

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vote was taken. Trustee Holly Krossber – Yes, Trustee Kim Payne – Yes, Trustee Mark Fargo – Yes and Mayor John Sawers – Yes. The motion unanimously passed.

ANNUAL ORGANIZATION MEETING

RE: Opening the Annual Organization Meeting

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

RE: Planning Board Appointments

Chandra Gill was appointed to complete Jason Greens 2 year term, which will expire April 2019.

RE: Zoning Board of Appeals Appointments

Paul Martin was appointed for a 3 year term to expire April 2021.

RE: Reading Center Board Appointment

Joanne LeClair was appointed as a member to the Reading Center Board for a term of 5 years, to expire in April 2023.

RE: Historian

Ken Seeling was appointed as Village Historian for a term of 1 year, to expire April 2019. Motion was unanimously carried.

RE: Fire Chief

Art Rilands was appointed as Fire Chief, as elected by the members of the Rushville Hose Company, for the term of 1 year, to expire April 2019.

RE: Fire Police and Drivers

The list of fire police and drivers as provided by the Rushville Hose Company was appointed. List is on file.

RE: Vice-Mayor Appointment

Trustee Holly Krossber was appointed as Vice-Mayor for a term of 1 year to expire April 2019.

RE: Health Officer Appointment

Dr. Robert Ostrander was appointed as Village Health Officer for a term of 4 years to expire April 2022.

A motion was made by Trustee Mark Fargo to approve the appointments to the positions as stated above. A 2<sup>nd</sup> was received by Trustee Holly Krossber 2<sup>nd</sup> the motion. The motion was unanimously passed.

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Re: Trustee Committee Assignments

The list of Trustee committee assignments and representatives to other Boards as listed were appointed as follows.

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

RE: Village Attorney

Donald Cheney & Tom Blair of Cheney & Blair, LLP were appointed as the Village Attorney for a term of 1 year to expire April 2019.

Re: Accountants

EFPR Solutions were appointed as the Village Accountants for a term of 1 year to expire April 2019.

RE: Village Engineers

Chatfield Engineers and MRB Group were appointed as Village Engineers for a term of 1 year, to expire April 2019.

RE: Official Newspaper

The official newspaper of the Village of Rushville will be the Finger Lakes Times.

RE: Official Depositories

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The official depositories to be Community Bank, N.A.

RE: Dates for Regular Monthly Meeting

The regular monthly meetings will be the 2nd Monday of the Month, (3rd Monday, if the 2<sup>nd</sup> is a holiday), at 7:00pm at the Village Hall to begin on June 11<sup>th</sup>.

RE: Date for Annual Organizational Meeting

The next Organizational Meeting will tentatively be scheduled for April 22, 2019.

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

The bounced check fee at \$20, the maximum amount allowed by NYS General Obligation Law section 5-328 will be the charge for the 2018/2019.

A motion was made by Trustee Kim Payne to accept the appointments, dates and rates as read. A 2<sup>nd</sup> was received by Trustee Holly Krossber. The motion was unanimously passed.

RE: Procurement Policy

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

Current Policy with changes as on file.

RE: Purchasing Card Policy

We will maintain the current purchasing card policy on file.

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RE: Notice of Defect Policy

We will maintain the current notice of defect policy on file.

RE: Rule of Procedure Policy

The Rules of Procedure for the Village of Rushville will continue as on file.

RE: Special Meeting Policy

The policy for calling a special meeting will remain the same.

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

We will adopt the following as its advance approval of claims policy.

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

The following will be adopted as the attendance at schools and conferences policy.

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

The following will be adopted as the unpaid water and sewer Relevy policy.

Any and all water/sewer account that have outstanding balances on March 1<sup>st</sup> will receive a notice from the Clerk-Treasurer indicating that such account holders have until March 25<sup>th</sup>, or the previous business day if the 25<sup>th</sup> falls on a Saturday or Sunday, to

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clear the outstanding balance. If the outstanding balance is not cleared by the given date then a \$100 releveling fee for outstanding water charges and a \$100 releveling fee for outstanding sewer charges, will be applied and the total amount will be sent to the appropriate County for releveling 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 releveling list to present to the Board for approval at the April monthly Board Meeting.

A motion was made by Trustee Mark Fargo to accept the above list of Policies for the 2018/2019 year. A 2<sup>nd</sup> was received by Trustee Holly Krossber. The motion was passed unanimously.

RE: Closing the Organizational Meeting

With all matters addressed, the organizational meeting was closed at 7:50pm.

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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 7:50pm.

Respectfully Submitted,

Joanne Burley  
Village Clerk-Treasurer