

Organizational Meeting 2020/2021

Minutes 10/01/20

Mayor David LeClair called the Organizational Meeting to order at 7:00 pm. He asked that all rise for the Pledge of Allegiance.

The Mayor started by reviewing the following:

Appointments

Planning Board Appointments

Randy Green & Valarie Bay

Zoning Board of Appeals Appointment

Reading Center Appointments

Nancy Elwell appointed for a term of 5 years to expire April 2025.

Registrar of Vital Statics

Joanne Burley appointed for a term of 1 year to expire April 2021

Deputy Registrar of Vital Statics

Mary Beth Braman appointed for a term of 1 year to expire April 2021

The Mayor informed the board that Mary Beth will be leaving the end of December. So we will be looking for a replacement for Joanne soon as she will be retiring the end of December also. Joanne has agreed to take the Deputy position after Mary Beth leaves so she will be able to train the new person.

Historian

Ken Seeling appointed Village Historian for a term of 1 year, to expire April 2021.

Fire Chief, Fire Police and Drivers

Approve the Fire Chief for the Rushville Hose Company:

Paul Moberg – Letter attached

Approve the drivers for the Rushville Hose Company:

Attached

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Approve the fire police for the Rushville Hose Company:
Attached

Vice-Mayor Appointment

TBD

A motion was received from Trustee Mark Fargo to accept the appointments that have just been reviewed. A 2nd was received by Trustee Chandra Gilman. The motion was unanimously passed.

Trustee Committee Assignments

Cemetery	Chandra Gilman & Doug Rigby
Personnel	Doug Rigby & Karen Gorton
Streets	Chandra Gilman & Karen Gorton
Village Park	Doug Rigby & Karen Gorton
Sewer Department	Mark Fargo & Doug Rigby
Water Department	Chandra Gilman & Karen Gorton
Finance	Karen Gorton & Mark Fargo
Fire Department	Mark Fargo & Doug Rigby

Appointed Representatives to Other Governmental Boards & Committees

Planning Board	Doug Rigby
Zoning Board of Appeals	Chandra Gilman
Mabel D. Blodgett Reading Center	Karen Gorton
Cndga Lake Watershed Council	Mark Fargo
Cndga Lake Watershed Commission	Dave LeClair

A motion was made by Trustee Mark Fargo to approve the Trustee Committee Assignments and the Other Governmental Boards & committees. A 2nd was received from Trustee Doug Rigby. The motion was unanimously passed.

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Village Attorney

The Blair Firm, LLP appointment for a term of 1 year to expire April 2021

Village Accountant

EFPR Solutions appointment for a term of 1 year to expire April 2021

Village Engineers

MRB Group

A motion was received from Trustee Doug Rigby to accept the appointments for the Village Attorney, Village Accountant, and the Village Engineers. A 2nd was received by Trustee Mark Fargo. The motion was unanimously passed.

The Mayor then reviewed the following miscellaneous matters & fees.

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Miscellaneous Matters & Fees

Official Newspaper

Messenger Post

Official Depository

Community Bank, N.A.

Dates for Regular Monthly Meeting

2nd Monday of the month; 7:00pm at the Village Hall

Date for Annual Organizational Meeting

The next Organizational Meeting is tentatively set for April 11, 2021.

Mileage Rate

\$.57.5 per mile

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Real Property Rental Fees

Fire House

- \$150 for meeting room
- \$175 for meeting room & kitchen
- \$400 deposit required w/signed rental agreement

Trustee Mark Fargo suggested we change the amount of the deposit for the Fire House be changed from \$200 to \$400. He felt that if there was damage done \$200 wouldn't cover much. The other Trustees agreed.

Trustee Mark Fargo made a motion to change the deposit required for the rental of the Fire House be changed from \$200 to \$400. A 2nd was received from Trustee Doug Rigby. There was a roll call vote. Mark – yes, Chandra – yes, Doug – yes, Karen – yes and Mayor – yes. The motion passed unanimously.

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

\$200 – meter replacement \$50 to turn off – meter will be removed
\$50 to turn-on

Property Maintenance Fee

\$50 – per mowing

Bounced Check Fee

\$20, the maximum amount allowed by NYS General Obligation Law section 5-328

A motion was received from Trustee Chandra Gilman to approve the above-mentioned miscellaneous matter & fees. A 2nd was received from Trustee Mark Fargo. The motion was unanimously passed.

The Mayor then referred to the Policies & Procedures that the Trustees had received in their packets.

It was noted from Trustee Chandra Gilman that on the Purchasing Card Policy it stated Lyons National Bank. Clerk Joanne Burley will correct this. Trustee Gilman also noted that on the first page of the Rule of Procedure Policy it states that the meetings are on the 1st Monday of each month. Clerk Joanne Burley will correct this. She also felt the language on the next to the last page was a little strong that a person could be removed from the meeting. A change was not made at this time.

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Policies & Procedures

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.

Investment Policy

Maintain policy on file

Cell Phone Policy

Maintain policy on file

Computer Systems/Internet/on-line service policy

Maintain policy on file

Conference/Travel Policy

Maintain policy on file

Purchasing Card Policy

Maintain policy on file.

Notice of Defect Policy

Maintain policy on file.

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Rule of Procedure Policy

Our adopted Rules of procedure

Sexual Harassment Policy

Maintain New policy on file - adopted as of 12/10/18

Special Meeting Policy

If the need for a 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.

Advance Approval of Claims

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.

Attendance at Schools & Conferences

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.

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Unpaid Water & Sewer Relevy Policy

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.

Trustee Mark Fargo asked Art what the cost of the meters were. He said between \$30 and \$50. Art stated that some places do charge a quarterly meter fee. The Mayor said this is something we could discuss in the future.

A motion was received from Trustee Mark Fargo to approve the Policies and Procedures as presented. A 2nd was received from Trustee Doug Rigby.

The Mayor asked if there were and comments from the public. No comments were made.

A motion was made by Trustee Chandra Gilman to adjourned the meeting. A 2nd was received from Trustee Mark Fargo. The motion was unanimously passed and the meeting was adjourned at 7:35pm.

Respectfully submitted,
Joanne Burley
Clerk/Treasurer