

RUSHVILLE VILLAGE BOARD MEETING

April 9, 2012

TIME: 6:45 PM

PLACE: Rushville Village Hall

PRESENT: Mayor Jon Bagley

Trustee David Field, Timothy Jabaut and John Sawers

ABSENT: Trustee Charles Elwell

ALSO IN ATTENDANCE: Larry & Pam Brown, Robert Brown, and Dodie Baker

BUDGET HEARING

RE: Opening the budget hearing.

Mayor Bagley opened the budget hearing at 6:55pm

RE: 2012/2013 Fiscal Year Budget

Mayor Bagley shared with the Board that the final budget was the same as the tentative budget that was presented in March. No changes had been made. Mayor Bagley asked for questions and comments from the Board regarding the 2012/2013 fiscal year budget. The Board was satisfied with the final budget. Mayor Bagley asked for comments from the public and no comments were offered.

RE: Closing

Mayor Bagley closed the budget hearing at 7:03pm.

ANNUAL ORGANIZATION MEETING

RE: Calling the Annual Organization Meeting to Order

Mayor Bagley called the annual organizational meeting to order at 7:04

RE: Zoning Board of Appeals Resignation

A motion was made by Trustee Field and seconded by Trustee Sawers to accept the written resignation of Katherine Brown from the Zoning Board of Appeals effective immediately. Unanimously carried.

RE: Planning Board Appointments

A motion made by Trustee Jabaut and seconded by Trustee Field to appoint David LeClair as Chairman of the Planning Board and Tad Gerace as a member of the Planning Board, each for a term of 2 years to expire April 2014. Unanimously carried.

RE: Zoning Board of Appeals Appointments

A motion was made by Trustee Field and seconded by Trustee Sawers to appoint Bruce Rood as Chairman of the Zoning Board of Appeals for a term of 3 years, to expire in April 2015. Unanimously carried.

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RE: Reading Center Board Appointment

A motion was made by Trustee Jabaut and seconded by Trustee Field to appoint Lynn Magill as a Reading Center Board member for a term of 5 years, to expire in April 2017. Unanimously carried.

RE: Clerk-Treasurer

A motion was made by Trustee Sawers and seconded by Trustee Field to appoint Jennifer Gruschow as Clerk-Treasurer for a term to 4 years, to expire April 2016. Unanimously carried.

RE: Registrar of Vital Statistics

A motion was made by Trustee Sawers and seconded by Trustee Jabaut to appoint Jennifer Gruschow as Registrar of Vital Statistics for a term to 4 years, to expire April 2016. Unanimously carried.

RE: Fire Chief

A motion was made by Trustee Jabaut and seconded by Trustee Field to approve Todd Conaway as Fire Chief as elected by the members of the Rushville Hose Company for the term of 1 year. Unanimously carried.

RE: Fire Police and Drivers

A motion was made by Trustee Jabaut and seconded by Trustee Field to appoint Gerald Duel, William Gardner, Randy Gibeau, Earl Gorton, Jr., Gerald Lazarus, Charlie Lazarus, and Ken Seeling as fire police for the Rushville Hose Company and appoint Jim Santee, Arthur Rilands, Phil Catlin Andy Gardner, Gerald Duel, Charlie Lazarus, Todd Conaway, Gerald Lazarus, Frank Gorton, Earl Gorton Jr., David LaClair, Paul Moberg, Rick Gebo, Christine Olsen, Jim Adams, Randy Gibeau, and Marcus Hardt as drivers for the Rushville Hose Company. Unanimously carried.

RE: Vice-Mayor Appointment

A motion was made by Trustee Field and seconded by Trustee Sawers to appoint Trustee Charles Elwell as Vice-Mayor for a term of 1 year to expire April 2013. Unanimously carried.

RE: Historian

A motion was made by Trustee Field and seconded by Trustee Jabaut to appoint James Rice as Village Historian for a term of 1 year to expire April 2013.

Re: Trustee Committee Assignments

A motion was made by Trustee Jabaut and seconded by Trustee Sawers to approve the list of Trustee committee assignments as follows, unanimously carried.

Cemetery
Personnel

David Field & Tim Jabaut
John Sawers & Charles Elwell

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Streets	David Field & Tim Jabaut
Youth Program	Charles Elwell & John Sawers
Village Park	Charles Elwell & John Sawers
Sewer Department	David Field & Tim Jabaut
Water Department	David Field & Tim Jabaut
Finance	John Sawers & Charles Elwell
Fire Department	David Field & Tim Jabaut

RE: Appointed Representatives to Other Governmental Boards & Committees

A motion was made by Trustee Sawers and seconded by Trustee Field to approve the list of appointed representative to other governmental board and committees as follows, unanimously carried.

Planning Board	John Sawers
Zoning Board of Appeals	John Sawers
Mabel D. Blodgett Reading Center	Charles Elwell
Cndga Lake Watershed Council	Charles Elwell
Cndga Lake Watershed Commission	Jon Bagley

RE: Official Newspaper

A motion was made by Trustee Jabaut and seconded by Trustee Field to declare the official newspaper of the Village of Rushville to be the Finger Lakes Times. Unanimously carried.

RE: Official Depositories

A motion was made by Trustee Jabaut and seconded by Trustee Sawers to declare the official depositories to be Community Bank, N.A. and the Lyons National Bank. Unanimously carried.

RE: Village Attorney

A motion was made by Trustee Field and seconded by Trustee Sawers to appoint William Kenyon as Village Attorney for a term of 1 year, to expire April 2013. Unanimously carried.

RE: Dates for Regular Monthly Meeting

A motion was made by Trustee Field and seconded by Trustee Sawers to schedule the date, time and place for the regular monthly meeting as the 2nd Monday of the Month, (3rd Monday if 2nd is a holiday), at 7:00pm at the Village Hall. Unanimously carried.

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RE: Date for Annual Organizational Meeting

A motion was made by Trustee Jabaut and seconded by Trustee Sawers to tentatively set the next Organizational Meeting for April 8, 2013. Unanimously carried.

RE: Mileage Rate

A motion was made by Trustee Field and seconded by Trustee Sawers to set the mileage reimbursement rate to be \$0.50 per mile. Unanimously carried.

RE: Real Property Rental Fees

A motion was made by Trustee Sawers and seconded by Trustee Jabaut to set the real property rental fees as follows, unanimously carried.

Fire House

\$150 for meeting room

\$175 for meeting room & kitchen

\$200 for meeting room, kitchen & pavilion

\$200 deposit required w/signed rental agreement

Park

No charge for Village residents

\$10/day for Non-Village residents

\$25/day for Non-Village resident if using water & electric

\$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

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

A motion was made by Trustee Jabaut and seconded by Trustee Field to set the water fee as follows, unanimously carried.

\$125 for meter replacement

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

\$50 to turn-on

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RE: Bounced Check Fee

A motion was made by Trustee Jabaut and seconded by Trustee Field to set the bounced check fee at \$20, the maximum amount allowed by NYS General Obligation Law section 5-328. Unanimously carried.

RE: Procurement Policy

A motion was made by Trustee Field and seconded by Trustee Sawers 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 Field and seconded by Trustee Sawers to maintain the current investment policy on file. Unanimously carried.

RE: Purchasing Card Policy

A motion was made by Trustee Field and seconded by Trustee Sawers to maintain the current purchasing card policy on file. Unanimously carried.

RE: Rule of Procedure Policy

A motion was made by Trustee Field and seconded by Trustee Sawers to adopt Roberts Rules of Order as its meeting rules of procedure policy. Unanimously carried.

RE: Special Meeting Policy

A motion was made by Trustee Field and seconded by Trustee Sawers to adopt the following as the policy for calling a special meeting. 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

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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 Field and seconded by Trustee Sawers to adopt the following as its advance approval of claims policy. 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 Field and seconded by Trustee Sawers to adopt the following as the attendance at schools and conferences policy. Unanimously carried.

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 Field and seconded by Trustee Sawers to adopt the following as the unpaid water and sewer relevy policy. 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

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accurate relevy list to present to the Board for approval at the April monthly Board Meeting.

RE: Adjournment

A motion was made by Trustee Jabaut and seconded by Trustee Field to adjourn the annual organization meeting at 7:11pm. Unanimously carried.

REGUALR MONTHLY MEETING

RE: Calling the meeting to order

Mayor Bagley called the meeting to order at 7:11pm.

RE: Minutes

A motion was made by Trustee Sawers and seconded by Trustee Field to adopt the minutes as printed from the regular monthly meeting and the public hearing held on March 9, 2012. Unanimously carried.

RE: Sewer Units for 37 South Main Street

A motion was made by Trustee Sawers and seconded by Trustee Field to maintain the sewer units for 37 South Main Street at a single unit until owner, Karen Gorton is finished renovating the building and starts renting out the apartments. Unanimously carried.

RE: Public Works Supervisor – Art Rilands

A copy of this report is on file with these minutes.

RE: Toro Lawn Mower

A motion was made by Trustee Field and seconded by Trustee Sawers to authorize Art Rilands to sell the Toro lawn mower for a fair price at his discretion. Unanimously carried.

RE: Fire Department

No report was submitted.

RE: Reading Center Director – Dodie Baker

A copy of this report is on file with these minutes.

The Board discussed the possible improvements to the Reading Center parking lot and decided to temporary halt those improvements since an addition on the building may be able to be completed in the near future. The Board did decide though to move forward with installing the light poles.

Dodie shared with the Board that she has the only active teen reading group in the Southern Tier Library System. She has 9 teens that regularly attend the sessions. She also shared that the Circle of Friends quickly raised the book grant match of \$350 from the Libri Foundation. Dodie will be able to order \$1050 in books

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from the foundation for the Reading Center. The Board congratulated Dodie on her accomplishments.

RE: Code Enforcement Officer – Reggie O’Hearn

No report was submitted.

RE: 2012/2013 Fiscal Year Budget

A motion was made by Trustee Sawers and seconded by Trustee Field to adopt the 2012/2013 fiscal year budget. Unanimously carried.

RE: Awarding Contract E for the Water Improvement Project

A motion was made by Trustee Jabaut and seconded by Trustee Sawers to accept the base bid received from G.P. Smith Excavating for Contract E, for the Village of Rushville 2009 Water System Improvements Project, for project Areas 1, 2, and 3, for a total amount of \$204,660.00 and awarding the Contract to them, contingent upon approval by USDA Rural Development. Unanimously carried.

The resolution in full is attached to these minutes.

RE: Authorizing the Signing of Contract E

A motion was made by Trustee Jabaut and seconded by Trustee Sawers to authorize Mayor Jon Bagley to sign the agreement for Contract E for the 2009 Water System Improvements Project after the agreement have been reviewed and approved by Village Attorney William Kenyon. Unanimously carried.

The resolution in full is attached to these minutes.

RE: Water/Sewer Relevies onto the June 1, 2012 Tax Roll

A motion was made by Trustee Sawers and seconded by Trustee Jabaut to relevy the outstanding water and sewer charges, as provided by the Clerk-Treasurer, onto the June 1, 2012 tax roll.

RE: Special Meeting

A motion was made by Trustee Field and seconded by Trustee Sawers to set a special meeting on Monday, April 23, 2012 at 7:00pm to allow the School Board the opportunity to present their upcoming budget to the Village Board. Unanimously carried.

RE: Water Improvement Project

Mayor Bagley shared there was a meeting scheduled with Rural Development on Friday if any of the Trustees wanted to attend, they were welcome to do so.

RE: Executive Session

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A motion was made by Trustee Jabaut and seconded by Trustee Field to enter in executive session at 7:35pm to discuss the investment accounts. Unanimously carried.

The Board returned from executive session at 8:15pm.

RE: Cemetery Investment Funds

A motion was made by Trustee Field and seconded by Trustee Jabaut to grant authorization to that the finance committee, consisting of Mayor Bagley, Trustee Sawers and Trustee Elwell, to deposit the cemetery investment funds with the representative and corresponding bank that they elect to choose. Unanimously carried.

RE: Cemetery Laborers

A motion was made by Trustee Jabaut and seconded by Trustee Field to hire Anthony Olsen, Michael Englin, and Justin Englin for the 2012 summer labor season at a rate of \$8.00/hour. Unanimously carried.

A motion was made by Trustee Field and seconded by Trustee Sawers to increase the rate of pay for Andrew Paulison to \$11/hour, effective immediately. Unanimously carried.

RE: Bills

A motion was made by Trustee Field and seconded by Trustee Sawers to authorize payment of the general bills in amount of \$7,473.36, noting \$1,195.00 had already received payment due either to prior authorization or a due date prior to the board meeting. Unanimously carried.

A motion was made by Trustee Jabaut and seconded by Trustee Sawers to authorize payment of the capital project bills in amount of \$100,546.93 noting \$665.00 had already received payment due either to prior authorization or a due date prior to the board meeting. Unanimously carried.

A motion was made by Trustee Sawers and seconded by Trustee Field to authorize payment of the cemetery bills in amount of \$1,676.11 noting \$30.00 had already received payment due either to prior authorization or a due date prior to the board meeting. Unanimously carried.

A motion was made by Trustee Jabaut and seconded by Trustee Sawers to authorize payment of the water bills in amount of \$6,874.99, noting \$1,462.92 had already received payment due either to prior authorization or a due date prior to the board meeting. Unanimously carried.

A motion was made by Trustee Field and seconded by Trustee Sawers to authorize payment of the sewer bills in amount of \$19,800.42, noting \$741.56 had already received payment due either to prior authorization or a due date prior to the board meeting and \$15,000 was for the final sewer bond payment. Unanimously carried.

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RE: Adjournment

A motion was made by Trustee Sawers and seconded by Trustee Jabaut to adjourn the meeting at 8:32pm. Unanimously carried.

Respectfully Submitted,

Jennifer Gruschow
Clerk-Treasurer