

Organizational Meeting 2019

Minutes

4/8/19

Appointments

Planning Board Appointments

Doug Rigby & Jamie Landcastle appointed to a term of 2 years, each to expire April 2021.

Zoning Board of Appeals Appointment

Dave LeClair appointed for a term of 3 years to expire April 2022.

Reading Center Appointments

Heather Bassett appointed for a term of 5 years to expire April 2024.

Historian

Ken Seeling appointed Village Historian for a term of 1 year, to expire April 2020.

Deputy Clerk

Leslie Jones appointed for a term of 1 year, to expire April 2020

A motion was made by Trustee Kim Payne and a 2nd was received from Trustee Chandra Gilman to approve the Planning Board, Zoning Board, Reading Center, Historian and Deputy Clerk appointments. The motion was unanimously passed.

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

Approve the fire police for the Rushville Hose Company:

Attached

A motion was made by Trustee Kim Payne and a second was received from Trustee Chandra Gilman to approve the Fire Chief, Fire Police and Drives.

Vice-Mayor Appointment

Appoint Holly Krossber as Vice-Mayor for a term of 1 year.

Trustee Committee Assignments

Cemetery	Chandra Gilman & Holly Krossber
Personnel	Holly Krossber & Kimberly Payne
Streets	Chandra Gilman & Kimberly Payne
Village Park	Holly Krossber & Kimberly Payne
Sewer Department	Mark Fargo & Holly Krossber
Water Department	Chandra Gilman & Kimberly Payne
Finance	Holly Krossber & Mark Fargo
Fire Department	Mark Fargo & Holly Krossber

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Appointed Representatives to Other Governmental Boards & Committees

Planning Board	Holly Krossber
Zoning Board of Appeals	Chandra Gilman
Mabel D. Blodgett Reading Center	Kimberly Payne
Cndga Lake Watershed Council	Mark Fargo
Cndga Lake Watershed Commission	John Sawers

Village Attorney

The Blair Firm, LLP appointment for a term of 1 year to expire April 2020

A motion was made by Trustee Kim Payne and a 2nd was received from Trustee Chandra Gilman to approve the Vice-Mayor, Trustee Committee & Representative Assignments & the Village Attorney. The motion was unanimously passed.

Village Accountant

EFPR Solutions appointment for a term of 1 year to expire April 2020

Village Engineer

MRB Group

A motion was received from Trustee Chandra Gilman and a 2nd from Trustee Mark Fargo to approve the Village Accountant & Engineer appointments.

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 13, 2020.

Mileage Rate

\$0.50 per mile

Real Property Rental Fees

Fire House

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Members Free
\$150 for meeting room
\$175 for meeting room & kitchen
\$200 deposit required w/signed rental agreement

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

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

\$200 – meter replacement – due to negligence
\$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 made by Trustee Chandra Gilman and a 2nd was received from Trustee Kim Payne to approve the Rental Fees. The motion was unanimously passed.

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

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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.

Rule of Procedure Policy

Our adopted Rules of procedure

Sexual Harassment Policy

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

A motion was made by Trustee Holly Krossber to approve the Policies & Procedures. A 2nd was received by Trustee Kim Payne.

Special Meeting Policy

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.

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

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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.

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.

A motion was received from Trustee Holly Krossber and a 2nd was received from Trustee Kim Payne to approve the Special Meeting Policy, Advance Approval of Claims, Attendance at Schools & Conferences and Unpaid water & Sewer Relevy Policy.

Respectfully submitted,
Joanne Burley, Clerk/Treas.