

**Village Board Meeting Minutes
April 6, 2015**

The Village of Caledonia Board of Trustees held a meeting on Monday, April 6, 2015 at 6:30 p.m. at the Village Office.

Members Present: Mayor Debbie Davis, Deputy-Mayor Polly Nothnagle, Trustees Jerry O'Donoghue and Dorothy Grant-Fletcher. Also present: Water & Street Superintendent Chris Buckley. Absent: Trustee Scott DiLiberto

Appointments – a **motion** was made by Deputy-Mayor Nothnagle to approve Mayor Davis recommendations for Appointments; Trustee O'Donoghue seconded the motion.
AYE: Mayor Davis, Deputy-Mayor Nothnagle, Trustee O'Donoghue & Grant-Fletcher
NAY: None

A. Deputy-Mayor	Polly Nothnagle
B. Tax Collector	Ann Marie Grattan
C. Clerk-Treasurer	Ann Marie Grattan
D. Deputy-Clerk Treasurer	Sandy Peterson
E. Village Attorney	Jim Coniglio
F. Court Clerk	Julie Molisani
G. Police Chief	Dan Chapman
H. Code Enforcement Officer	Tom Perkins
I. Bingo Inspector	Tom Perkins
J. Crossing Guard	Val Kay
K. Recreation Chairperson	Betty McClenney
L. Recreation Director	Ashley Cummings
M. Planning Board	Rhett Clark
N. Board of Appeals	Kelly McClenney
O. Acting Village Justice	Kyle MacKay
P. Water & Street Working Foreman	Chris Buckley
Q. Registrar of Vital Statistics	Laurie Sattora
R. Deputy Registrar of Vital Statistics	Chris Binnert

Assignments – a **motion** was made by Trustee Grant-Fletcher to approve Mayor Davis recommendations for Assignments; Deputy-Mayor Nothnagle seconded the motion.
AYE: Mayor Davis, Deputy-Mayor Nothnagle, Trustee O'Donoghue & Grant-Fletcher
NAY: None

A. Court Liaison	Dorothy Grant-Fletcher
B. Police Liaison	Scott DiLiberto
C. Town Board Liaison	Polly Nothnagle
D. Board of Appeals Liaison	Jerry O'Donoghue
E. Planning Board Liaison	Debbie Davis
F. Recreation Liaison	Polly Nothnagle
G. MacKay Park Liaison	Jerry O'Donoghue

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H. DPW Liaison	Debbie Davis
I. Sign Vouchers-Bills/Bank Recs	Dorothy Grant-Fletcher
J. Fire Commissioners Liaison	Jerry O'Donoghue

Official Newspaper, Depositories, Mileage Reimbursements

- A. Livingston County Newspaper
- B. Bank of Castile & Five Star Bank
- C. Mileage reimbursement .575 per mile

A **motion** was made by Trustee Grant-Fletcher to approve the official newspaper, depositories and mileage reimbursement rates; Deputy-Mayor Nothnagle seconded the motion.

AYE: Mayor Davis, Deputy-Mayor Nothnagle, Trustee O'Donoghue & Grant-Fletcher
NAY: None

A **motion** was made by Deputy-Mayor Nothnagle to approve the Financial Officer to renew all CD's, payment of bonds, BANS, financial transactions and to prepay vouchers such as utilities, postage, insurance, if due before next meeting; Trustee O'Donoghue seconded the motion.

AYE: Mayor Davis, Deputy-Mayor Nothnagle, Trustee O'Donoghue & Grant-Fletcher
NAY: None

A **motion** was made by Trustee O'Donoghue to approve the 2015-2016 Meeting Dates & Times; Deputy-Mayor Nothnagle seconded the motion.

AYE: Mayor Davis, Deputy-Mayor Nothnagle, Trustee O'Donoghue & Grant-Fletcher
NAY: None

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| A. April 14, 2015 | 7:00 p.m. |
| B. May 5, 2015 | 6:30 p.m. |
| C. May 29, 2015 | 4:30 p.m. |
| D. June 2, 2015 | 6:30 p.m. |
| E. July 7, 2015 | 6:30 p.m. |
| F. August 4, 2015 | 6:30 p.m. |
| G. September 1, 2015 | 6:30 p.m. |
| H. September 30, 2015 | 4:00 p.m. |
| I. October 6, 2015 | 6:30 p.m. |
| J. November 3, 2015 | 6:30 p.m. |
| K. December 1, 2015 | 6:30 p.m. |
| L. January 5, 2016 | 6:30 p.m. |
| M. February 2, 2016 | 6:30 p.m. |
| N. March 1, 2016 | 6:30 p.m. |
| O. April 4, 2016 | 6:30 p.m. |

Village Justice Mark Riggi attended this evenings meeting to thank the Village Board members for their support through his recent illness. In addition, Judge Riggi discussed upcoming available grant opportunities.

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A **motion** was made by Deputy-Mayor Nothnagle to approve the March 3rd and March 29th, 2015 Board Meeting Minutes; Trustee Grant-Fletcher seconded the motion.

AYE: Mayor Davis, Deputy-Mayor Nothnagle, Trustee O'Donoghue & Grant-Fletcher

NAY: None

Bills were audited and ordered paid:

Abstract #491, General \$10,645.09 & Water \$95.02

Abstract #340, Water \$14,629.95

Abstract #492, General \$27,719.35 & Water \$1,713.14

Abstract #341, Water \$11,078.29

A **motion** was made by Trustee Grant-Fletcher to approve the bills paid; Trustee O'Donoghue seconded the motion.

AYE: Mayor Davis, Deputy-Mayor Nothnagle, Trustee O'Donoghue & Grant-Fletcher

NAY: None

A **motion** was made by Deputy-Mayor Nothnagle to approve a Budget Amendment to A2260 Public Safety \$108 & A3120.140 Police Overtime; Trustee Grant-Fletcher seconded the motion.

AYE: Mayor Davis, Deputy-Mayor Nothnagle, Trustee O'Donoghue & Grant-Fletcher

NAY: None

A **motion** was made by Trustee O'Donoghue to approve the following Budget Transfers; Trustee Grant-Fletcher seconded the motion

AYE: Mayor Davis, Deputy-Mayor Nothnagle, Trustee O'Donoghue & Grant-Fletcher

NAY: None

A1440.400 Engineering \$336 from A1990.400 Contingent

A3120.130 P/T Police \$2,376 from A3120.140 Police O/T

A5110.200 Street Eqp \$2,618.86 from A5110.400 Street Contractual

A5142.100 Snow Pers \$2,865.25 from A5142.400 Snow Cont \$2,217.31/A7110.100 Parks Pers \$647.94

F1440.400 Engineering Cont \$171.50 from F8340.400 T&D Contractual

F8330.400 P&F Contractual \$160.03 from F8340.400 T&D Contractual

Ann Marie Grattan presented the Clerk Report for March. Submitted were Budget Status Reports for General, Water and T&A Funds. Revenues/expenditures were detailed along with the Financial Report and contractual/payroll reports for DPW, Police & Recreation supervisors. A **motion** was made by Trustee O'Donoghue to accept the report; Trustee Grant-Fletcher seconded the motion.

AYE: Mayor Davis, Deputy-Mayor Nothnagle, Trustee O'Donoghue & Grant-Fletcher

NAY: None

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Standard Work Day and Reporting Resolution

The following resolution was offered by Trustee O'Donoghue with Trustee Grant-Fletcher moving for adoption:

WHEREAS, The New York State Employees' Retirement System requires that a standard workday be established for all elected and appointed officials for retirement reporting purposes, and

WHEREAS, The Village of Caledonia adopted a Resolution on April 6, 2015 establishing a standard workday for all elected and appointed officials, and

WHEREAS, The Village of Caledonia will hereby continue to establish the standard workday for all elected and appointed officials annually, now, therefore, be it

RESOLVED, that the Village of Caledonia hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked per month to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the Clerk of this body.

AYE: Mayor Davis, Deputy-Mayor Nothnagle, Trustee O'Donoghue & Grant-Fletcher

NAY: None

<u>Elected Officials:</u>	<u>Standard Work Day Hours</u>	<u>Days Worked Month</u>	<u>Term Begins/Ends</u>
Village Justice	6 hours	2.22 days	04/02/12 to 4/01/16
<u>Appointed Officials:</u>	<u>Standard Work Day Hours</u>	<u>Days Worked Month</u>	<u>Term Begins/Ends</u>
Court Clerk	7 hours	14.28 days	04/02/12 to 04/01/16
Clerk-Treasurer	7 hours	20 days	04/07/14 to 04/06/18
Crossing Guard	6 hours	3.94 days	04/07/14 to 04/06/18
Working Foreman	8 hours	20 days	04/07/14 to 04/06/18
Acting Village Justice	6 hours	1 day	04/07/14 to 04/06/18
Police Chief	6 hours	11.00 days	04/07/14 to 04/06/18
Recreation Director	6 hours	3.42 days	04/07/14 to 04/06/18

Water & Street Superintendent Chris Buckley presented a verbal DPW Report for March. March was spent plowing snow, unfreezing 20 water service lines and replacing a water main on LeHigh Street. A **motion** was made by Trustee O'Donoghue to accept the report; Trustee Grant-Fletcher seconded the motion.

AYE: Mayor Davis, Deputy-Mayor Nothnagle, Trustee O'Donoghue & Grant-Fletcher

NAY: None

Police Chief Dan Chapman presented the Police Report for March. There were 95 calls for service, 32 traffic tickets issued, 13 town assists, two accident reports and 10 arrests. A **motion** was made by Trustee O'Donoghue to accept the report; Trustee Grant-Fletcher seconded the motion.

AYE: Mayor Davis, Deputy-Mayor Nothnagle, Trustee O'Donoghue & Grant-Fletcher

NAY: None

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The Code Enforcement Report and Parks Report were not presented at tonight's meeting.

Assessment Exemption Pursuant to Real Property Tax Law §485-n-Tax Abatement
– Mayor Davis asked the board members to review the example local law. A copy has been forwarded the Village Attorney for his review also. Item tabled until May.

Mayor Davis discussed a library fundraiser. The library has requested the village donate \$400 for stamps for the mailing. A **motion** was made by Trustee O'Donoghue to support the library fundraiser with stamps; Deputy-Mayor Nothnagle seconded the motion.

AYE: Mayor Davis, Deputy-Mayor Nothnagle and Trustee O'Donoghue

NAY: None

Trustee Grant-Fletcher abstained from the vote due to being a member of the library board.

Mayor Davis discussed the Garden Tour being held on July 25th. The cost is \$10.

Mayor Davis discussed the Taste of Caledonia & Mumford being held on August 19th at the Caledonia Fair.

A **motion** was made by Trustee O'Donoghue to approve the following policies; Deputy-Mayor Nothnagle seconded the motion.

- A. Code of Ethics
- B. Capital Asset Control Policy
- C. Cellular Phone Use Policy
- D. Credit Card Policy
- E. Drug Free Workplace Policy
- F. Grievance Policy
- G. Harassment in the Work Place Policy
- H. Internet Use Policy
- I. Investigation for Fraud & Impropriety Policy
- J. Investment Policy
- K. Procurement Policy
- L. Travel & Conference Policy
- M. Wire Transfer Policy

2015-2016 Employee Handbook – discussion regarding compensation, sick time and retirement benefits. After a lengthy discussion the item will be tabled until all Village Board members are in attendance.

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Executive Session – a **motion** was made at 8:45 p.m. by Trustee O’Donoghue to enter into Executive Session to discuss personnel; Trustee Grant-Fletcher seconded the motion.

AYE: Mayor Davis, Deputy-Mayor Nothnagle, Trustee O’Donoghue & Grant-Fletcher

NAY: None

After some discussion, a **motion** to close the Executive Session was made by Deputy-Mayor Nothnagle at 9:00 p.m.; Trustee O’Donoghue seconded the motion.

AYE: Mayor Davis, Deputy-Mayor Nothnagle, Trustee O’Donoghue & Grant-Fletcher

NAY: None

There being no further business, the meeting adjourned at approximately 9 p.m.

Ann Marie Grattan

Village Clerk-Treasurer