

**State of New York
Village of Croghan
Village Board Meeting**

December 9, 2020

Keith Bush and Bruce Widrick were sworn in as newly elected Trustees for a term of four years. Oath of Office was signed.

Julie Robinson was sworn in as newly elected Mayor for a term of four years. Oath of Office was signed.

Mayor Julie Robinson called the meeting to order at 6:00 p.m. with the Pledge to the Flag.

Attendance: Mayor: Julie L. Robinson
Trustees: Bruce Widrick, Lloyd Richardson, Keith Bush and Linda Nortz
Deputy Clerk: Liz Jones
Treasurer: Charlene Moser
Village Maintenance: Mitch Robinson

Meeting held at Croghan Fire Dept. fire hall.

Guests present: Matt Nortz; Dawn Ashine; Kevin Feuka

Public Comment

Mr. Feuka gave a brief explanation of the status of the RD SEARCH program. Given the high balance in the Infrastructure Fund, RD's underwriting believes we have sufficient funds to pay 100% of the cost of the study, so the "need" is not really there to give us the grant. The cost of the study per the proposal was \$30,000.

Mr. Feuka requested a compensation of \$3,000 for the many hours of work to attempt a positive outcome of this grant request. He cited the time-consuming procedure to acquire SAM.GOV registration, which the village will retain.

Mr. Feuka left the meeting at 6:20. After discussion, there was a **motion** by Bruce, seconded by Linda, to compensate Kevin the amount of \$1,500.

Vote AYE 4- Bush, Nortz, Widrick, Richardson. NAY – 0. Motion approved.

Treasurer's Report

Charlene noted that Health Insurance premium has gone down \$111 per month in price for each employee.

The monthly tax withholding report for the month of October to the federal government was late in getting filed.

W-4 and IT-2104 forms were distributed to officers and staff for calendar year 2021.

Payment has not been received for the sale of the 2017 truck. Keith will reach out to Auction International.

Charlene reported that there are 25 water payments due and 18 sewer payments due.

Mayor Robinson, Mitch Robinson and Charlene will meet with Beaver Falls Water District on Monday, January 4, 2021.

Motion by Trustee Richardson, seconded by Trustee Nortz to approve the Treasurer's report. ADOPTED - AYE 4- Bush, Nortz, Widrick, Richardson. NAY – 0. Motion approved.

Clerk and Deputy Clerk

Motion by Trustee Widrick, seconded by Trustee Richardson to approve the minutes of the November 11, 2020 meeting. All in favor. Vote AYE 4- Bush, Nortz, Widrick, Richardson. NAY – 0.

Trustee Richardson offered the following **RESOLUTION**, seconded by Trustee Widrick and carried by a vote of AYE 4- Bush, Nortz, Widrick, Richardson. NAY – 0. RESOLVE the Village Treasurer be authorized to transfer funds as follows.

\$61.00 from F-8310.2 to F-8310.4

\$83.00 from G-8120.13 to G-8110.41

Motion made by Trustee Widrick seconded by Nortz and carried that Vouchers

General Fund Abstract #7 vouchers 88 – 98 \$2,655.11

General Fund Abstract #7A vouchers 99-101 \$1,874.92

General Fund Abstract #7B vouchers 102-110 \$5,257.64

Water Fund Abstract #7 vouchers 67-68 \$376.26

Water Fund Abstract #7A vouchers 69-72 \$3,451.14

Sewer Fund Abstract #7 vouchers 58-64 \$3,162.27

Be forwarded to the Treasurer for payment. All in favor. Vote AYE 4- Bush, Nortz, Widrick, Richardson. NAY – 0.

Employee Handbook

Motion by Trustee Nortz, seconded by Trustee Widrick to approve making changes to the current Employee Handbook. All in favor. Vote AYE 4- Bush, Nortz, Widrick, Richardson. NAY – 0.

Motion by Trustee Richardson, seconded by Trustee Widrick to approve change to the current Employee Handbook as follows

4.3 Holidays:

From:

Full time employees shall have the following paid holidays:

New Year's Day

Memorial Day

Independence Day

Labor Day

Veterans Day

Thanksgiving Day and the day after

Christmas Day.

CHANGE to:

Full time employees shall have the following paid holidays:

New Year's Day

Memorial Day

Independence Day

Labor Day

Veterans Day

Thanksgiving Day

Christmas Day

Floating Holiday

All in favor and adopted. Vote AYE 4- Bush, Nortz, Widrick, Richardson. NAY – 0

Maintenance Report

Mitch reported that there was a valve leak in the pool at the park. The valve has been cleaned out and repaired.

Ed Mothersell and Jerry Williams had their septic pumps pumped on emergency. Mothersell's septic is in the front of his building.

Water Plant

Mitch reported that the water plant chlorine analyzer is not working properly, however is still functional. Claude Curley may be asked to look into the issue.

Mitch has gotten prices ranging from \$852, \$1,332, \$1,091 for a speed control for the generator at the water plant.

Motion by Trustee Richardson seconded by Trustee Richardson agreed to the purchase of the speed control TQ125Kit L Series for \$852.77. All in favor. Vote AYE 4- Bush, Nortz, Widrick, Richardson. NAY – 0.

Rebecca Knight's request for consideration involving her recent septic line installation was discussed. The board agreed that Becky was not due any kind of compensation, due to the fact that new septic installations are at the expense of the property owner.

The board agreed with Mitch's recommendation to purchase a trash pump from Harbor Freight.

Mayor Report

The Village Board agreed to the following changes to the accounts at the Carthage Savings and Loan Association.

Remove Irl Michael Monnat as signer from ALL accounts.

Remove Nancy Martin as signer from ALL accounts

Ad Mayor Julie Lyndaker Robinson as a signer to All accounts.

Resignation by Dr. Sean Harney as Village of Croghan Health Officer was received effective December 31, 2020 and accepted by the board.

The board accepted Julie Robinson's resignation as co-historian, effective immediately.

Motion by Trustee Nortz seconded by Trustee Richardson to accept the resignation of Clerk Nancy Martin dated December 6, 2020, effective immediately. All in favor. Vote AYE 4- Bush, Nortz, Widrick, Richardson. NAY – 0.

Mayor Julie Robinson offered the following appointments:

Motion by Trustee Richardson seconded by Trustee Nortz to appoint Dr. Dyana Manning, Turin, NY as Village of Croghan Health Officer. All in favor. Vote AYE 4- Bush, Nortz, Widrick, Richardson. NAY – 0.

Motion by Trustee Richardson seconded by Trustee Nortz to appoint Charlene Moser as Village Treasurer for another term. All in favor. Vote AYE 4- Bush, Nortz, Widrick, Richardson. NAY – 0. Oath of Office was signed.

Motion by Trustee Bush seconded by Trustee Richardson to appoint Elizabeth Jones as Village Deputy Clerk for another term. All in favor. Vote AYE 4- Bush, Nortz, Widrick, Richardson. NAY– 0 Oath of Office was signed.

Motion by Trustee Nortz seconded by Trustee Richardson to appoint Nancy Martin as Village Registrar. All in favor. Vote AYE 4- Bush, Nortz, Widrick, Richardson. NAY– 0

Snow Removal

Discussion ensued involving various versions of past notices and the law involving snow removal/shoveling issues within the village limits. A major problem seems to be certain businesses moving snow into the main street (Rte. 812). Our village crew then feels it necessary to remove the snow from the street as a matter of safety. Possible solution is to allow Mitch to address the problem directly to the business owner.

2021 Shared Services Plan

The final plan was approved by the Shared Services Panel on December 2, 2020. With this plan, Lewis County projects a total anticipated savings of approximately \$294,572.67. The Village of Croghan is pursuing the NYPA Energy Efficiency Program for the replacement of existing efficient lighting fixtures with new LED lighting fixtures. The estimated savings are \$23, 195 for the village.

Motion by Trustee Richardson seconded by Trustee Nortz to accept the 2021 Shared Services Plan. All in favor. Vote AYE 4- Bush, Nortz, Widrick, Richardson. NAY– 0

Martin's Printer

Motion by Trustee Richardson seconded by Trustee Nortz to charge Nancy Martin ½ price for the village owned printer. Nancy used the item in her role as village clerk. All in favor. Vote AYE 4- Bush, Nortz, Widrick, Richardson. NAY– 0

Notice has been received that the Pratt Northam application is due January 8, 2021. Discussion was held in regards to replacement person for the co-historian position. Decision was not made at this point.

Designations

Mayor Julie made the following designations/responsibilities to the Board of Trustees:

Appointed Lloyd Richardson as Deputy Mayor

Recreation – Linda Nortz

Buildings and Grounds – Lloyd Richardson

Sewer/Water – Bruce Widrick and Keith Bush

Recreation – Linda Nortz reported that in order for the village to get the \$20,000 grant from Pratt Northam, we need to complete phase 1, which costs about \$12,000. The Croghan Recreational Part Committee will be working on funds for this first phase.

RESOLUTION # 12-09-2020 A

Smart Street Lighting NY Sample Municipal Resolution for Purchase of Street Lights

WHEREAS, the Village of Croghan received a Street Light Acquisition Pricing Proposal to purchase and acquire certain street lights from Niagara Mohawk Power Corporation d/b/a National Grid within the Village of Croghan;

WHEREAS, the Village of Croghan entered into a Master Cost Recovery Agreement with the New York Power Authority (NYPA) for the conversion of the street lights to LED within the Village of Croghan NYPA will incur all initial costs.; NOW, THEREFORE,

BE IT RESOLVED, subject to final approval by the Village Board, that the Mayor is hereby authorized to enter into a Purchase and Sale agreement with the Niagara Mohawk Power Corporation d/b/a National Grid relative to the purchase and acquisition of certain Street Lights in the Village of Croghan, with the final price to be determined at the Closing to be funded through financing, grants and incentives; and

BE IT FURTHER RESOLVED, that said agreement shall contain such other terms and conditions as the Village Attorney shall deem is in the best interest of the Village of Croghan; and

BE IT FURTHER RESOLVED, that the Mayor of the Village of Croghan be and is hereby authorized to execute the Purchase and Sale Agreement along with all necessary related documents on behalf of the Village of Croghan with Niagara Mohawk Power Corporation d/b/a National Grid in connection with the purchase and acquisition of certain Street Lights.

Moved by Trustee Richardson seconded by Trustee Nortz and adopted on December 9, 2020. All in favor. Vote AYE 4- Bush, Nortz, Widrick, Richardson. NAY – 0.

After review and modifications Trustee Lloyd Richardson made a motion to approve the following designation, procedures and resolutions for the coming year. The motion was seconded by Trustee Linda Nortz and carried unanimously.

**Rules of Procedure 2020-2021
Adopted December 9, 2020**

Regular Meetings:

- The Village of Croghan shall hold its regular meetings on the 2nd Wednesday of each month at 6:00 p.m. at the Village Garage meeting room.
- The Board of Trustees shall determine any deviation of this.

Special Meetings: Notice of the time and place of all meetings will be given prior to meeting.

- The mayor or any trustee, upon notice to the entire board, may call special meetings.
- Notice shall be given by telephone, in person, or in writing at least 24 hours in advance unless an emergency exists.
- For meetings planned at least one week in advance, notice must be given to the Journal and Republican and to the public by posting a notice in the Croghan Post Office at least 72 hours in advance of the meeting.
- For meetings scheduled less than one week in advance, notice must be given to the news media to the extent practicable and must be posted at a reasonable time before the meeting.

Organizational Meeting: This meeting will be held annually at the regular village board meeting in December.

Quorum:

- A quorum shall be required to conduct business.
- A quorum of the 4-member board of trustees shall be three.

Executive Sessions:

- Executive sessions shall be held in accordance with the NYS Public Officers Law #105.
- All executive sessions shall commence in a public meeting.

Agendas:

- The mayor shall prepare the agenda.
- The clerk, treasurer or any trustee may have an item placed on the agenda.
- When possible, items for the agenda shall be given to the mayor at least 24 hours before the meeting; however, items may be placed on the agenda at any time, including during the meeting.

Voting:

- Pursuant to Village Law each member of the board shall have one vote.
- The mayor may vote on any matter but must vote in case of a tie.
- A majority of the totally authorized voting power is necessary to pass a matter unless otherwise specified by State law.
- An abstention, silence or absence shall be considered no vote at all for the purposes of determining the final vote on a matter.
- A vote upon any question shall be taken by ayes and nos.
- The Code of Ethics of the Village of Croghan shall be that which was established by board resolution on 9/9/70 by the Board of Trustees of the Village of Croghan.

Conflict of Interest:

- No board member or employee shall use the authority of his or her position or any confidential information received through holding this position for the personal or private benefit of himself or herself, a member of his or her immediate family or a business with which he or she is associated. If the member is presented with a matter that could affect the interest of a member, a member of his or her immediate family or a business with which he or she is associated, that member shall inform the board of the conflict, withdraw from discussion on the matter and, disqualify him or herself from voting on the matter.

Sexual Harassment Policy:

- The Sexual Harassment Policy will be that which was adopted by resolution 9/6/94 and supplemented by that adopted 4/14/04 and updated 9/11/19. Sexual Harassment training will be done yearly in September.

Minutes:

- The clerk shall take minutes.
- Minutes shall consist of a record or summary of all motions, proposals, resolutions and any other matter formally voted upon and the vote thereon.
- Minutes shall be taken at executive session of any action that is taken by formal vote which shall consist of a record or summary of the final determination of such action, and the date and vote thereon; provided, however, that such summary need not include any matter which is not required to be made public by the NYS Freedom of Information Law.

Minutes shall also include the following:

- Name of the board
- Date, place and time of meeting
- Notation of presence or absence of board members and time of arrival or departure if different from time of call to order and adjournment.
- Name and title of other village officials and employees present and will approximate number of attendees
- Record of communications presented to the board
- Record of reports made by board or other village personnel
- Time of adjournment
- Signature of clerk or person who took the minutes if not the clerk.
- Minutes may contain a summary of the discussion leading to action taken or include verbatim comments if a majority of the board shall resolve to have the clerk do so.
- Minutes shall be approved at the next board meeting. Amendments to the minutes shall require board approval.

Order of Business:

1. Call to order
2. Pledge of Allegiance
3. Roll Call
4. Minutes
5. Public Comment
6. Correspondence
7. Treasurer's report, including paying bills
8. Clerk's report
9. Public Works Maintenance Worker report
10. Mayor's report
11. Deputy's report
12. Trustees' report
13. Old Business
14. Good of the Order
15. Adjournment

General Rules of Procedure:

- The mayor shall preside at meetings. In the mayor's absence, the deputy mayor shall preside.
- The presiding officer may debate, move and take other action that may be taken by other members of the board.
- The presiding officer must recognize board members before making motions and speaking.
- Motions require a second.

- A member, once recognized, shall not be interrupted when speaking unless it is to call him/her to order. If a member, while speaking, were called to order, they shall cease speaking until the question or order is determined, and, if in order, he shall be permitted to proceed.
- There is no limit to the number of times a member may speak on a question.
- Motions to close or limit debate may be entertained but shall require a two-thirds vote.

Guidelines for Public Comment:

- The public shall be allowed to speak only during the Public Comment period of the meeting or at such other time as a majority of the board shall allow.
- Each person shall sign in and check whether or not they would like to speak. Speakers must give their name, address and organization, if any.
- The presiding officer must recognize speakers.
- Speakers must limit their remarks to 3 minutes on a given topic.
- Speakers may not yield any remaining time they may have to another speaker.
- Board members may, with the permission of the mayor, interrupt a speaker during their remarks, but only for the purpose of clarification or information.
- All remarks shall be addressed to the board as a body and not to any member thereof.
- Speakers shall observe the commonly accepted rules of courtesy, decorum, dignity and good taste.

Use of recording equipment:

- All members of the public and all public officials are allowed to tape or video record public meetings.
- Recording is not allowed during executive sessions.
- The recording should be done in a manner that does not interfere with the meeting.
- The mayor may make the determination that the recording is being done in an intrusive manner taking into consideration, but not limited to, brightness of lights, distance from the deliberations of the village board, size of the equipment, and the ability of the public to still participate in the meeting. If the mayor makes the determination that the recording is intrusive and has the effect of interfering with the meeting, the mayor may request an accommodation to avoid the interference and if not complied with ask the individual to leave the meeting room.

****RESOLUTIONS****

Now therefore be it resolved:

1. The meeting dates for the upcoming year shall be: 1/13/21, 2/10/21, 3/10/21, 4/14/21, 5/12/21, 6/9/21, 7/14/21, 8/11/21, 9/8/21, 10/13/21, 11/10/21, and 12/8/21. Dates may be changed at the discretion of the board.
2. The Board of Trustees authorizes payment in advance of audit of claims for payroll, public utility services, postage, freight, express charges, schools and conferences, and all such claims shall be presented at the next regular meeting for audit and the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Trustees.
3. The Board of Trustees has determined to pay federal mileage rate as reimbursement to officers and employees of the village who use their personal automobiles while performing their official duties on behalf of the village.
4. The board authorizes the Public Works Maintenance Worker to attend meetings and schools throughout the year as deemed necessary by the board.
5. The board authorizes members of the board and the mayor to attend meetings, schools and conferences at the discretion of the Village Board throughout the year.

6. The Board of Trustees designates Carthage Savings and Loan, Community Bank and Key Bank as the depository of all monies received by the village.
7. The Board of Trustees designates Timothy Farley as the Village Attorney.
8. The Board of Trustees designates the Journal and Republican as the official newspaper of the village.
9. The Board of Trustees designates as Dr. Dyana Manning Health as Officer for \$400/year.
10. The Board of Trustees designates Cedarcrest and/or Chad Pate as backhoe operators.
11. The Board of Trustees designates the salaries for mayor at \$4,000/year, the village clerk and treasurer at \$4,000/year, Deputy Clerk as \$1,200/year and Deputy Mayor and Trustees to be \$2,000/year.
12. The Board of Trustees designates the Wastewater Treatment Plant Operator to be Mark Birchenough.
13. The Board of Trustees designates Village of Lowville as consultant for the WWTF.
14. The Board of Trustees designates John and Penny Graff of Alcohol Substance Administration Plus as the program administrator for the Village of Croghan's Alcohol and Substance Abuse program in compliance with 49CFR Part 40 of the Omnibus Employee Testing Law.
15. The Board of Trustees authorizes the mayor and clerk to advertise for the following on a yearly basis:
 - Pumping of septic tanks
 - Lifeguards
 - Recreation attendants
 - Food stand availability
 - Part time Laborers
16. The "Village of Croghan Employee Handbook" outlines employment and personnel policies of the Village. Changes to this document require a two-thirds vote by the Board of Trustees.
17. Wage payments to support the Summer Swimming program will be available.
18. Wage payments to support the Winter Ice Program will be available.
19. **The Board of Trustees designates the payroll policy to be:**
 - Pay periods are bi-weekly for Public Works Maintenance Worker and all other employees.
 - Pay periods for the Board of Trustees, clerk, treasurer and mayor are: Quarterly in March, June, September and December.
 - Based on job performance and completion of at least one term in office, salary increases for Mayor, Clerk, Treasurer and Trustee may be increased at the discretion of the Board of Trustees.
 - Laborer(s) hired on as needed basis to assist Public Works Maintenance Worker – minimum wage.
 - Part time laborers (summer employees and recreation attendants), and lifeguards– minimum wage.
 - Head Lifeguard instructor – NYS minimum wage plus \$1.90/hr.
 - The village will utilize Pratt-Northam funds for our summer program and adhere to their guidelines as closely as possible.
 - It shall be the policy of this board to employ students whenever possible to fill part time positions in an effort to give our youth a start in the work force.
 - All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, religion, color, national origin, sex, age, disability, marital status, sexual orientation, genetic predisposition or carrier status or veteran status. The Village of Croghan will act affirmatively to develop avenues of entry and mobility for minorities, women, individuals with disabilities, and Vietnam Era Veterans.
 - All employees shall have an application on file.
 - It will be the policy of this board to advertise for all employment.

20. The Board of Trustees will designate the Work Plan as submitted at the November regular meeting to be the work plan for the coming year. Modifications may be made to the plan as necessary throughout the year.
21. **Procurement Policy:**
 - Goods and services >\$500 and <\$10,000 and purchase contracts >\$500 and <\$20,000 for public works shall have two minimum, three recommended, written quotes and shall require approval of the Board of Trustees before purchase.
 - Goods and services and contracts above these limits shall be subject to public bidding laws.
 - Goods and services <\$500 may have verbal quotes and should have the approval of the Board of Trustees before purchasing.
 - The following are exempt from competitive bidding (not all inclusive):
 1. Emergencies – GML 103(4).
 2. Second hand goods or surplus items from the Federal or State government, from any other political subdivision, district, or public benefit corporation – GML 03(6).
 3. Purchases through the Office of General Services _ GML 104.
 4. Purchases under county contract – GML 103(8)
 5. Professional Services
 6. Sole source situations
 7. Leases
 8. Work performed by municipal employees under municipal cooperation agreements.
 - Board members and appointees may make purchases and sign vouchers after approval of the mayor or board of trustees.
22. Public Works Maintenance Worker may, without board approval:
 - Purchase incidental items necessary for carrying on village day-to-day business and effecting repairs up to \$1000/month. Public Works Maintenance Worker must use village credit card for purchases.
 - Purchase supplies necessary for road repair <\$500,
 - Initiate repairs to vehicles <\$500.
23. The village treasurer shall invest funds not immediately necessary for payment, on a monthly basis as directed by the Board of Trustees.
24. **The Board of Trustees has determined that charges for use of the park shall be:**
 - Ball field - \$15.00 for each practice with lights,
 - Ball field - \$10.00 for each game without lights,
 - Ball field - \$20.00 for each game with lights,
 - Ball field - \$50.00 extra for leaving lights on,
 - Ball Field Practice without lights - free
 - Fourth of July Tournament will be charged \$150; National Qualifier - \$250.
 - Little League will not be charged for use of the ball field,
 - Ice rink - \$100.00 per event.
 - Small pavilion. - \$60 per event.
 - Use of the park for a major fund-raising event, not <\$125/ day, (For Profit organizations raising money.)
 - Use of the park for a benefit, not <\$10, (Benefit to raise money for persons/families facing life threatening/ severe problems. Fee may be waived.)
 - Use of the park for a fund-raising event by a NOT-FOR-PROFIT organization, not <\$50/ day.
 - Use of the park for school picnics, will be \$175.00 per day.
 - Use of the park by Boy Scouts, Girl Scouts, etc. will be free unless lights are used, in which case the charge will not be <\$10.

- Camping trailers using electricity, not <\$10/night. Campers may set up along outfield fence.
 - Camping trailers with no electric hookup, not <\$5/night. Campers may set up in open space behind village garage.
25. The Board of Trustees has determined that the Rules of Procedure as presented 12/9/20 to be the meeting guidelines for the Village of Croghan. Amendments shall require board approval.
 26. The Board of Trustees has determined that Park regulations shall include:
 - Hours of use shall be sunrise to sunset, excepting special events.
 - The park speed limit is 5 mph.
 - There will be no admission charge to the park.
 - There may be an admission charge to a special event being held in the park.
 - Acceptable conduct is expected by all using the park. Persons exhibiting questionable conduct will be asked to desist. Continuance will be ground for removal and/or notification of police.
 - Vandals will be prosecuted.
 - Organizations using the park facilities are responsible for their garbage.
 - Reservations for use of the park may be made at any time throughout the year beginning 1 January.
 - Activities requiring a reservation include ball games, reunions and special events.
 - Persons using the ball field, swimming pool, playground and ice arena must follow the rules associated with each area.
 - Open fires are prohibited.
 - Camping is allowed during special events only and by special permission of the Mayor.
 - Operators of the food stand must follow Department of Health guidelines and rules of Compensation insurance as administered by Lewis County Self Insurance.
 - The minimum bid for the lease of the concession stand will be \$125/ month for 4 months with award starting on May 1 and ending August 31. Payment for full month is due by the 15th of each month. No partial month payments are allowed.
 - All events must be scheduled through the Trustee in charge of scheduling.
 - Bridge St. Park: Built over a former landfill, debris, including broken glass, may still be found. Footwear is required at all times, no swimming or wading is allowed, cooking is allowed only in B.B.Q. grills, no open fires allowed. Park closes at dark. Carry in/carry out.
 27. The CFD can continue to hold its chicken BBQ and letter writing on an annual basis without petitioning the Board.
 28. Gifts/ flowers can be sent to board families and past employees upon death or catastrophic illness/ hospitalization of member or member of family without a formal vote.
 29. A Thanksgiving turkey and a Christmas ham will be purchased for each full-time employee during the holiday period. This does not extend to elected and appointed officials. No elected or appointed official may receive material benefit at taxpayer expense accruing from his or her position.
 30. Only authorized persons may operate licensed Village owned vehicles, except in emergency situations.
 31. The Board will consult with a human resource person or qualified legal counsel prior to terminating an employee.
 32. The village may charge for dishonored checks the amount of \$30.
 33. Village property may be removed on an occasional basis from Village premises with permission of the mayor/board. Make use of the sign out system with instruction "return as borrowed"

34. **Billing of Water, Wastewater and Relevy to Taxes**

- Water rent is collected in July; therefore, the billing year is July 1 – June 30 for purposes of prorating, etc. Water rent is payment for the actual water usage based on annual May to May reads plus a flat fee. Water rates for Village users for 2021 are: \$125 plus \$0.72/1000 gallons and outside users at \$156 plus \$0.90/1000 gallons. All meters Installed after 12-12-2018 will have a flat rate fee of \$156.00 outside the Village, and \$125.00 inside the Village per year plus water rate usage.
- Wastewater rent is collected in April; therefore, the billing year is April 1 – March 31 for purposes of prorating, etc. It is a payment in advance based on water usage through users' system on November-to-November meter reads. \$370.00 for billing per unit for 2020 – 2021 inside the Village and \$462.50/unit outside.
- Water bills outside the Village of Croghan will be at the rate of 125% the rate of Village residents.
- New connections, except commercial, to the wastewater system will be billed at the one-unit charge until usage is established. For new hookups, fees start at time of connection to mains unless other arrangements are made.
- Water Trickling: Prior to November 1 of each year water customers may request in writing to the Village Board of Trustees that the Board grant permission for the customer to run a steady trickle of water from November 1 to April 30 in order to prevent frozen water service lines. The Village Board will consider the request and notify the customer whether the request has been granted as soon as possible, but no later than the next regularly scheduled meeting of the Village Board. If the Village Board grants permission for the customer to trickle water, then the usage to be billed for the period from November 1 to April 30 shall be the lesser of (1) the actual usage for the period from November 1 to April 30, or (2) the actual usage for the previous period from May 1, to October 31. The Village of Croghan will not be responsible for frozen water lines or water meters nor for the damages caused thereby.
- Village taxes are levied on June 1st. Collection is made for one month with no penalty. By November 1st any unpaid items are sent to the Lewis County Treasurer for relevy.
- Unpaid Wastewater and Water rent bills are relevied on the following year's Village tax bills for collection.
- An outside user who fails to pay or make payments on his water and/or Wastewater bill within 6 months of billing will receive a certified with return receipt letter from the Board of Trustees a) requesting payment within 30 days, b) requesting information on any extenuating circumstance that may be reason for nonpayment of the bill within 30 days and c) informing them that payment must be made within 60 days to avoid termination of service. The Board will consider the response and make adjustments as it deems fit. Penalty will continue to accrue during this time. If it appears necessary to shut off the water to said residence, a certified letter will be sent to the resident and the health department informing them of the date and time such action will take place. Arrangements for payment may be made up to the moment of shutting off the water.

35. **Americans with Disabilities Act (ADA) Employment Policy**

- See attached policy

THESE RESOLUTIONS SHALL TAKE EFFECT IMMEDIATELY

There being no further business the meeting was adjourned at 9:00 p.m. on a motion by Lloyd, seconded by Linda, with all in favor.

Respectfully submitted
Elizabeth Jones
Deputy Clerk