

**December 11, 2024**

Mayor Julie Robinson calls the meeting to order at 6:01pm with the pledge of allegiance.

**Attendees:**

**Mayor**

Julie Robinson

**Trustees**

Dawn Ashline

Lloyd Richardson

Linda Nortz

Keith Bush

**Staff**

Charlene Moser, Treasurer

Robin Grunert, Clerk

Liz Jones, Deputy Clerk **-EXCUSED**

Mitch Robinson, Village Maintenance

**Guests and Public Comment**

Rob Shultz, Rich Knight, and Collin Edick from the Croghan Fire Department addressed the Board with their concerns regarding the condition and inspections of the Arlington Apartment building. They would like the Village to FOIL the County for any and all information including photos, meeting minutes, legislator notes, and any discussion notes regarding the most recent findings. Since all commercial buildings are supposed to be inspected every 3 years, we would like copies of those inspections as well. They left the meeting at 6:20pm.

Anthony Young, Kyle Nichols and Brett McVoy reported on the first steps of the new water project now that grant funding has been awarded. They indicated that there would be an independent 3<sup>rd</sup> party inspector for the water project. The Mayor needs to sign the amendment to the original engineering contract so the project can move forward. Motion by Trustee Ashline and a second by Trustee Richardson to sign Exhibit K to the Engineering agreement. They left the meeting at 6:40pm.

**Maintenance Report:**

Mitch indicated he has collected the unused water meter from the Joe Zehr farm. Charlene will remove the current invoice from the billing. Mitch checked into flood damage reimbursement from FEMA, but the village did not have enough damage to meet the threshold of spending. The lift station for Shady Ave has been ordered. He would like to trim the hedges within the right of way for that lift station. He has a few repairs to the dump truck and the skid steer he is working on. Questions regarding if we will be hiring winter help for the ice rink and how best to advertise. Like everyone else over Thanksgiving, there were a lot of problems removing snow from the main street.

**Motion** by Trustee Bush seconded by Trustee Richardson to approve the purchase of the lift pump station. All in favor.

**Treasurer's Report**

There are 21 past due sewer bills, and 22 outstanding water bills. Charlene suggested giving the option for the water bills to be split into 2 payments as the Village currently allows with the sewer bills. This will be worked on for the next billing cycle.

**Motion** by Trustee Richardson seconded by Trustee Bush to accept the treasurer's report. All in favor

### **Clerk's Report**

Robin received the results from the November 5<sup>th</sup> elections. Julie Robinson received the most votes for Mayor. Keith Bush received the most votes for Trustee. There was a failure to elect for the second trustee spot. The Mayor will need to appoint someone for a 1 year term and there will need to be another election next year to fill the remaining 3 years of the term. Mayor appoints Dawn Ashline for the 1-year term.

Included is some correspondence from Frontier wanting to convert our phone line at the water plant. Robin would like to contact Spectrum to see if they could do anything cheaper.

Robin included in the packet the sexual harassment training information to comply with the NYS annual training. Questionnaires are asked to be returned at the January meeting. Lloyd Richardson excused as he has had the training at school.

**Motion** by Trustee Bush and a second by Trustee Richardson to approve the minutes of November 13<sup>th</sup> meeting. All in favor.

**Motion** by Trustee Bush and seconded by Trustee Nortz to pay the bills. All in favor.

The Board was given the final copies of the Code of Conduct, Rules of Procedure and Employee handbooks for the upcoming year. These will be made available to employees going forward. **Motion** by Trustee Bush and a second by Trustee Nortz adopt the current Code of Ethics, Employee Handbook and Governing Rules and Regulations.

### **Mayor's Report**

The Mayor reported that the plan for National Grids' new transmission line will no longer be coming through the Village. We should now add back into the budget for next year the new fence as it was tabled before due the previous path of the line.

It was brought up at the meeting that snow removal is the responsibility of the property owner. When the Village receives over 6 inches of snow, the village may help if time warrants to help the flow of business in the village. It is not the village responsibility and is done as a courtesy for the safety of Village residents.

The Food Pantry Lease is up for renewal. Motion by Trustee Bush and a second by Trustee Nortz to raise the rent to \$1300.00 per year. All in favor.

Mayor Robinson appointed Keith Bush as deputy mayor for a one year term, Mayor Robinson re-appointed Robin Grunert as Clerk and Charlene Moser as Treasurer to two year terms, and Elizabeth Jones as Deputy Clerk for a one year term. All in favor.

Mayor Julie Robinson, Keith Bush, Dawn Ashline, Robin Grunert, and Charlene Moser took their oath of offices for the new term.

Meeting dates will be the second Wednesday of the month to be held at the Village office at 6:00pm.

Mayor appoints Ian Gilbert as attorney for the Village on a per diem basis, and to continue utilizing both BCA and Barton & Loguidice as the Village engineers. All in favor.

Mayor appoints Keith Bush as Deputy Mayor of the Village.

Motion by Trustee Bush and a second by Trustee Ashline to allow The Village to continue banking with Carthage Savings & Loan and Community Bank; and adopt the current Code of Ethics, Employee handbook and Governing Rules and Regulations. The Village will Continue to use the Journal & Republican as the official newspapers of the Village.

#### **Adjournment**

Motion by Trustee Bush with a second by Trustee Richardson to adjourn the meeting at 9:07pm. All in favor.

Respectfully submitted, Robin Grunert, Village Clerk