

Clerk Rebecca Knight administered the Oath of Office to Mayor-Elect Michael Monnat, Trustee-elect Bruce Widrick, and Trustee-elect Robert Gates for four year terms.

Mayor Michael Monnat called the regular meeting of the Village Board to order at 6:00 p.m. Roll call was taken with the following members present: Mayor Michael Monnat, Trustees David Schneider, Dawn Ashline, Bruce Widrick and Robert Gates. Present also were Clerk Rebecca Knight, Deputy Clerk Elizabeth Jones, Treasurer Charlene Moser, Public Works Maintenance Worker, Keith Bush and Street and Water Superintendent James Zehr.

Guests present: Joyce Zehr, William Shambo, Richard Knight, Steve Monnat, Mike Hoch, Kevin Austin, Chris LaBrake, and Chris Moser.

Mayor Monnat opened the 2016-2017 Budget Hearing at 6:05 p.m. on a motion by Trustee Widrick, seconded by Trustee Gates, with all in favor.

#### PUBLIC COMMENT

Richard Knight, CFD President, presented the roster of 2016-2017 officers and the Budget.

Croghan Fire Dept. representatives were present to sign the Oath of Office and be sworn in to their offices by the clerk as follows:

Richard Knight - President  
Steve Monnat- Chief  
Mike Hoch – 1<sup>st</sup> Assistant Chief  
Kevin Austin - 2<sup>nd</sup> Assistant Chief  
Chris LaBrake - 3<sup>rd</sup> Assistant Chief

Firemen departed at 6:20.

Mayor Michael Monnat made the following appointments with a motion by Trustee Widrick seconded by Trustee Ashline. All appointments were approved unanimously as stated. Mayor Monnat administered the Oath of Office to the newly appointed officers:

Robert Gates as Deputy Mayor - 1 year term  
Becky Knight as Clerk/Registrar - 1 year term  
Becky Knight as Records Management Officer - 1 year term  
Charlene Moser as Treasurer - 1 year term  
Charlene Moser as Budget Officer - 1 year term  
Elizabeth Jones as Deputy Clerk/Registrar – 1 year term

Those who were appointed signed the Oath of Office.

Bids: Two bids were received and opened for the annual septic pumping. Gleason's Septic Service was awarded the bid on a motion by Trustee Ashline seconded by Trustee Schneider to accept Gleason's Septic Service 13¢ a gallon with additional 3 ½¢ added in the event that Carthage sewer plant were to shut off outside haulers and

we were forced to haul to Watertown sewer plant. All in favor –Schneider, Ashline, Widrick and Gates vote YES. No vote 0.

One bid was received and opened for operation of the food stand at the Recreation Park. Croghan Mennonite Church was awarded the bid for \$200 a month on a motion by Trustee Schneider, seconded by Trustee Gates with all in favor.

The minutes of the regular meeting of March 9, 2016 and the special meeting of March 22, 2016 were approved as presented on a **motion** by Trustee Schneider, seconded by Trustee Widrick and carried to adopt the minutes.

Jim Zehr was asked to report on his status. A motion was made to go into executive session at 6:30 p.m. to discuss Jim Zehr's employment issue by: Trustee Ashline and seconded by Trustee Widrick with all in favor.

Motion to conclude the executive session at 6:45 by Trustee Ashline and seconded by Trustee Widrick with all in favor.

Open session resumed.

The Treasurer's report was reviewed and after discussion, a **motion** was made by Trustee Ashline seconded by Trustee Gates and carried to approve the report as read. The Budget vs. Actual report was distributed.

Relevy water and sewer bills to 2015 Village Tax report was signed by the Clerk to be forwarded to the county. The Grand Total is \$14,669.63.

Resolution to Amend the 2015-2016 Budget on motion of Trustee Ashline with second from Trustee Schneider as follows:

**RESOLUTION**  
**Amend 2015-2016 Budget – April 13, 2016**

Introduced by Treasurer Charlene Moser

**WHEREAS**, The Village of Croghan has incurred an expense in the amount of \$33,000.00 for the purchase of highway equipment. This expense is in excess of the amounts originally anticipated during the preparation of the Budget for Fiscal Year 2015-2016.

**THEREFORE, be it RESOLVED** that the Treasurer is instructed to amend the Budget for Fiscal Year 2015-2016 to increase the revenue for account code A- 5031 Interfund Transfers from \$0.00 to \$33,000.00. This action will increase the total Revenue for the General Fund to \$351,830.00.

**Be it further RESOLVED** that the Treasurer is instructed to amend the Budget for Fiscal Year 2015-2016 to increase the expenditure amount for account code A-5142.2 Snow Removal Equipment & Capital Outlay from \$0.00 to \$33,000.00. This action will increase the total Expenditures for the General Fund to \$351,830.00.

**Now, Therefore Be It RESOLVED**, that this resolution take effect immediately.

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**Motion** made by Trustee Shambo seconded by Trustee Ashline and carried that General Fund Abstract #11 vouchers #295 to #315 for \$98,575.88; General Fund Abstract #11A vouchers #316 to #317 for \$1,385.69; General Fund Abstract #11B vouchers #318 to #325 for \$565.19; General Fund Abstract #11C vouchers #326 to #333 for \$1,092.66; Water Fund Abstract #11 vouchers #126 to #137 for \$2,279.49; Water Fund Abstract #11A voucher #138 for \$162.50; Sewer Fund Abstract #11 vouchers #108 to #118 for \$3,485.06; Sewer Fund Abstract #11A vouchers #119-120 for \$1,410.97 be forwarded to the Treasurer for payment. Motion passed unanimously.

Trustee Ashline offered the following Resolution, seconded by Trustee Schneider and carried by a vote of YES 4- Ashline, Schneider, Widrick - NO 0. Resolve the Village Treasurer be authorized to transfer:

- \$29 from A-1325.2 to A-1325.4; \$295 from A-1420.4 to A-1410.4;
- \$58 from A-1640.43 to A-1640.41;
- \$502 from F-1950.4 to F-1910.4;
- \$613 from G-8110.41 to G-1910.4 for the purpose of paying bills.

Clerk’s Report. Becky had the Assessors sign the Village Final Roll Assessor’s Oath.

Recreation Chris Moser will be scheduling all ball field practices. He spoke about the care of the field and discussions are being had for possible modifications.

Keith spoke about how the Town of Croghan helped with getting the new dump truck ready for use without charge. A motion was made by Trustee Gates and seconded by Trustee Schneider to provide lunch to the Town of Croghan workers for their assistance.

Keith spoke further about Jon Walseman and Bob Chamberlain contacting him regarding their sewer bills. A discussion was held. Further discussion will be continued.

Keith spoke about purchasing fuel @ the BRCS bus garage. The Clerk will prepare a letter of request to Superintendent Todd Green.

Keith noted that the plotter at the sewer plant is not working properly. It gives date, time but no totals. Scott Sauter, John Hoppel and Burgh Schoenenberger recommend updating the equipment, as the existing plotter is so old that it is difficult to get replacement parts.

Trustee Gates brought up summer youth grant through the County. Mayor and Trustee Gates will apply and advise.

Trustee Gates discussed the Youth Services Grant. There is \$5,000 available and the deadline is May 6, 2016. A discussion was held. Further discussion will continue. Trustee Ashline will apply.

Trustee Gates discussed the GIS project that Carthage Central School will do for us at no cost to us. The Board agreed to have them continue this project.

A Facebook page was discussed. More discussion will follow.

Budget Mayor Monnat closed the budget hearing at 8:00 p.m. on a motion by Trustee Ashline seconded by Trustee Widrick with all in favor. After discussion, the 2016-2017

proposed budget was approved by the board. Resolve to adopt the proposed 2016-2017 budget as presented, on a motion by Trustee Ashline and seconded by Trustee Widrick that the Clerk issue the tax warrant to the Village Treasurer in the amount of \$69,907.00 The board voted in favor, Yes 4 –Schneider, Ashline, Widrick, and Gates. NO – 0. The tax key will be \$19.997/\$1,000.

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*After review and modifications Trustee Ashline made a motion to approve the following designation, procedures and resolutions for the coming year. The motion was seconded by Trustee Gates and carried unanimously.*

**Rules of Procedure 2016-2017**  
**Adopted April 13, 2016**

**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 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 April.

**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.

**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. Street and Water Superintendent/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: 4/13/16, 5/11/16, 6/8/16, 7/13/16, 8/10/16, 9/14/16, 10/12/16, 11/9/16, 12/14/16, 1/11/17, 2/8/17, 3/8/17. 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 \$.54 per mile for mileage 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 Street and Water Superintendent/Public Works Maintenance Worker to attend Superintendents' meetings and other 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 Key Bank, Community Bank and Carthage Savings and Loan 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 Sean Harney as Health Officer for \$400/year.
10. The Board of Trustees designates Cedar Crest as backhoe operator at the rate of \$70/hr.
11. The Board of Trustees designates the salaries for mayor at \$4,000 year, the village clerk and treasurer at \$4,000/ year and trustees to be \$2,000/year.
12. The Board of Trustees designates the Sewer Treatment Plant Operator to be Jim Zehr.
13. The Board of Trustees designates Village of Lowville as consultant for the WWTF.
14. The Board of Trustees designates Marie Ball 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
  - For lifeguards
  - Recreation attendants
  - Food stand availability
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 Street and Water Superintendent/Public Works Maintenance worker and all other employees.
  - Pay periods for the Board of Trustees, clerk, treasurer and mayor are: 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 Street and Water Superintendent/ Public Works Maintenance Worker– minimum wage.

- Part time laborers (summer employees and recreation attendants) – minimum wage.
- Head recreation attendant – minimum wage plus 10¢/hr.
- Lifeguards:
  - a. 1st year – NYS minimum wage
  - b. 2nd year – NYS minimum wage plus 10¢/hr.
  - c. 3rd year – NYS minimum wage plus 35¢/hr.
  - d. 4th year – NYS minimum wage plus 60¢/hr.
  - e. Assistant lifeguard instructor –NYS minimum wage plus \$1.25/hr.
  - f. 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 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. Street and Water Superintendent/Public Works Maintenance Worker may, without board approval:



- Purchase incidental items necessary for the carrying on village day to day business and effecting repairs up to \$100/ month. Superintendent/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 - \$25.00 extra for leaving lights on,
  - Practice without lights - free
  - Fourth of July Tournament will be charged \$150 (04/15); National Qualifier - \$250 (4/07)
  - 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, donation accepted
  - 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 4/13/16 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 are responsible for their garbage.
  - Reservations for use of the park may be made at any time throughout the year. (Since 2003) (This means events may be scheduled anytime for the following year).
  - 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 Recreation Director.
  - 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 Recreation Director
  - 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, 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 persons on Village Insurance Policy 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. 04/15
  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.
  34. **Billing of Water, Waste Water 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 2016 are: \$125 plus \$0.72/ 1000 gallons and outside users at \$156 plus \$0.90/ 1000 gallons.
    - Sewer 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 Nov. to Nov. meter reads. \$370.00 for billing per unit for 2016 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 waste water 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 Trickleing: 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 County Treasurer for relevy.
  - Unpaid Sewer and Water rent bills are releived 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 sewer 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

### **AMERICAN WITH DISABILITIES ACT EMPLOYMENT POLICY**

It is the policy of the Village of Croghan to fully comply with the provisions and spirit of the Americans with Disabilities Act (ADA) and ensure equal employment opportunity for all qualified persons with disabilities. All employment practices, such as recruitment, hiring, promotion, demotion, layoff and return from layoff, compensation, job assignments, job classifications, paid or unpaid leave, fringe benefits, training, employer-sponsored activities, including recreational or social programs will be conducted so as not to discriminate unlawfully against persons with disabilities. This also extends to prohibit discrimination based on a person's relationship or association with a disabled individual. Reasonable accommodation is available to all qualified employees and applicants with disabilities, unless it imposes an undue hardship on the operations on a program.

Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position and not any disabling condition. Pre-employment physical exams will only be requested when in compliance with the law. The Village of Croghan intends to base employment decision on principles of equal employment opportunity and nondiscrimination, as defined by law.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) along with work assignments, classifications, seniority, leave and all other forms of employment compensation or advantage.

The Village of Croghan has designated I. Michael Monnat, Mayor to monitor efforts to ensure the municipality's compliance with the ADA, and to receive complaints of discrimination against disabled persons. Any person who believes they are a victim of discrimination can direct a written complaint to this person. This procedure is not intended to restrict an individual's rights to make a complaint to a federal or state agency.

The Village of Croghan's policy is to investigate all such complaints thoroughly and promptly. To the fullest extent practical, the Village of Croghan will keep complaints and their resolutions confidential. If an investigation confirms that discrimination has occurred, the Village of Croghan will take corrective action, including any discipline that is appropriate up to and including immediate termination of employment of the offender. The Village of Croghan will cooperate with any state or federal agency in the investigation of any complaints.

This directive is for municipal use only and does not apply in any criminal or civil proceeding, the municipal policy shall not be construed as a creation of higher legal standard of safety or care in an evidential sense with respect to third party claims. Violations of this directive will only form the basis for municipal administrative sanctions. Violations of law will form the basis for civil and criminal sanctions and a recognized judicial setting.

**THESE RESOLUTIONS SHALL TAKE EFFECT IMMEDIATELY**

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There being no further business, the meeting adjourned at 8:45 p.m. on a motion by Trustee Widrick, seconded Trustee Schneider and carried.