

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

December 12th, 2018

Attendance: Mayor: Mike Monnat
Trustees: Bruce Widrick, Lloyd Richardson, Linda Nortz, Matt Nortz
Clerk: Nancy Martin
Deputy Clerk: Liz Jones
Treasurer: Charlene Moser
Village Maintenance Keith Bush @ 8:16pm

Excused: Village Maintenance: Chris Nortz

Guest Mark Birchenough (5:59-7:24pm)

5:59 pm Mayor Monnat opened the meeting.

Mayor Michael Monnat made the following appointments with a motion by Trustee Matt Nortz, seconded by Trustee Linda Nortz. All Appointments were approved unanimously as stated.

Bruce Widrick as Deputy Mayor
Nancy Martin as Clerk/Registrar
Nancy Martin as Records Management Officer
Charlene Moser as Treasurer
Charlene Moser as Budget Officer
Elizabeth Jones as Deputy Clerk
Those appointed signed the Oath of Office

- Mayor Monnat announced Recognition to Trustee Bruce Widrick and Current Village Maintenance Assistant Keith Bush for outstanding service to the Village. They have put in a lot of long hours at the Water and Sewer Plant the past few weeks. Per NYCOM rules Trustee Widrick cannot receive monetary compensation and he still remains available as needed! The Village Board sends a huge Thank You to Trustee Widrick for all his help.
- Mark Birchenough states that Claude Curley, NYS DOH advises we watch over the water system per State regulations. There have been several breaks in the same vicinity. Research Grants are available for Infrastructure that could fund replacements.
- Mayor Monnat will meet with Brian Peck regarding spring grants, and will check with other municipalities regarding grants.
- Help wanted advertisement for full time temporary Public Works Maintenance Worker Position will be submitted to the Journal and Republican. Mark Birchenough is not interested in working as many hours as he currently is for the village, and Keith Bush is only available part time but will continue to assist and run things as needed.
- Mayor Monnat also states we need to get signs for the opening of the Ice Skating Rink.

Treasurer Report:

- Motion made by Trustee Linda Nortz and seconded by Trustee Lloyd Richardson to accept treasurers report as presented, and carried.

- Motion made by Trustee Bruce Widrick, seconded by Lloyd Richardson to make pay rate for Keith Bush's hours all the same. Supplemental check will be done with the difference amount owed.
- Motion made by Trustee Bruce Widrick and seconded by Trustee Linda Nortz to pay bills as presented and carried.
- General Fund Abstract #7 vouchers 181-190 \$2150.86
- Water Fund Abstract #7 vouchers 48-52,65 \$10,901.56
- Water Fund Abstract #7A vouchers 52-60 \$5974.59
- Water Fund Abstract #7B voucher 61-64 \$1399.72
- Sewer Fund Abstract #7 vouchers 47 \$8.41
- Sewer Fund Abstract #7A vouchers 48-52 \$453.12

Clerk and Deputy Clerk Report:

- Motion made by Trustee Linda Nortz and seconded by Trustee Bruce Widrick to approve minutes of November 14, 2018 and carried.
- Motion made by Trustee Lloyd Richardson and seconded by Trustee Matt Nortz to make budget transfers and carried.
- Rules and Procedures were reviewed and some changes were made. Motion to accept changes by Trustee Bruce Widrick, seconded by Trustee Matt Nortz and so carried.
- Food Pantry Contract was discussed. Motion made by Trustee Linda Nortz and seconded by Lloyd Richardson to issue new contract and raise rent to \$250.00.
- Clerk reported that 14 trickler letters have been received. Letters passed on to treasurer.

Trustee Report:

- Trustee Linda Nortz reports there is still one unlicensed vehicle on Village property. Ward Dailey will be enforcing, Mayor Monnat will advise him.
- Trustee Linda Nortz and Mayor Monnat attended the Shared Services Meeting. Ryan Piche advised the Village to document all that is done for the Towns of Croghan and New Bremen in as much detail as possible. In 2019 information will be submitted to him and he will in turn send it to Albany. A new idea is given each year for possible reimbursement for services done.
- Trustee Linda Nortz will contact Foy Agency to see if the Village can obtain better Insurance rates.
- Trustee Linda Nortz will obtain application from Treasurer Charlene Moser for Pratt-Northam Foundation for possibility of lifeguard support.

Maintenance Report:

- Report by Keith Bush that No Parking between 2am and 6am signs should be made and hung by Stumps, Wishy's and the IGA on Main Street. Trustee Lloyd Richardson will order them. This will make plowing the Village Streets easier. Violators will be ticketed for parking on Village streets during the winter months.
- It was reported on all repairs and maintenance has been done to pumps at the water station. A maintenance schedule will be set up with Frank Monnat and Mike Shaw to maintain and service pumps.
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- Keith Bush will check on the status of water meter readings on Friday and will advise Treasurer.
- Motion made by Trustee Widrick and seconded by Trustee Lloyd Richardson and carried to go ahead and order new Overhead door for back of garage.

After review and modifications Trustee Matt Nortz 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 2018-2019

Adopted December 12, 2018

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, withdrawn 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. 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: 1/9/19, 2/13/19, 3/13/19, 4/10/19, 5/8/19, 6/12/19, 7/10/19, 8/14/19, 9/11/19, 10/9/19, 11/13/19 and 12/11/19. 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 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 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 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
- 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: 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.

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, 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 12/12/18 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 2018 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 2018 - 2019 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

Next Village Board meeting will be January 9th, 2019

Motion to adjournment by Trustee Lloyd Richardson seconded by Trustee Matt Nortz and carried at 8:20pm

Respectfully Submitted By

Nancy A Martin, Village Clerk