

VILLAGE OF SCOTTSVILLE  
BOARD OF TRUSTEE, ORGANIZATIONAL MEETING  
Friday, April 1, 2016 – 5:00 P.M.

**CALL TO ORDER:** Mayor Paul Gee called the meeting to order at 5:03pm.

**PLEDGE OF ALLEGIANCE TO THE FLAG**

**ROLL CALL:**

**Present:** Mayor Paul Gee, Deputy Mayor Leslie Wagar, Trustee Rick Clark,  
Trustee Ruth Thompson

**Absent:** Trustee Jim Clark

**OATHS OF OFFICE**

- Richard Clark – Trustee (4-Year Term)
- Ruth Thompson– Trustee (2-Year Term)

**PUBLIC BEFORE THE BOARD**

No public before the board

**ORGANIZATIONAL ISSUES:**

**Mayoral Appointments:**

- a. Deputy Mayor – Leslie Wagar
- b. Treasurer/Deputy Village Clerk – Katie Moffe
- c. Superintendent of Public Works – Steven Farrell
- d. Council of Governments Representative – Paul Gee
- e. Representative to the Monroe County Planning Council – Leslie Wagar
- f. Interim Petty Cash Custodian – Katie Moffe

**MOTION:** made by Trustee R. Thompson and seconded by Trustee R. Clark to approve the above Mayoral appointments for the year 2016-2017.

**VOTE:** 4-0 Carried unanimously

Trustee Rick Clark	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Ruth Thompson	AYE	Mayor Paul Gee	AYE

**Meeting Dates Designation:**

**MOTION:** made by Deputy Mayor L. Wagar and seconded by Trustee R. Thompson to designate the second Tuesday of each month as regular meeting dates; Fire Commission meetings to start at 6:00 P.M. and the

**VILLAGE BOARD MEETING TO START IMMEDIATELY AFTER.**

**VOTE:** 4-0 Carried unanimously

Trustee Rick Clark	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Ruth Thompson	AYE	Mayor Paul Gee	AYE

**Organizational Meeting Date Designation:**

**MOTION:** made by Trustee R. Thompson and seconded by Deputy Mayor L. Wagar to establish Monday, April 3, 2017, 5:00 P.M. as the organizational meeting date for the 2017-2018 schedule.

**VOTE:** 4-0 Carried unanimously

Trustee Rick Clark	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Ruth Thompson	AYE	Mayor Paul Gee	AYE

**Forestry Board Officers:**

John Holtz – Chairman Expires April 2017

Rick VenVertloh – Vice-Chairman Expires April 2017

Michael Souers – Secretary Expires April 2017

**MOTION:** made by Trustee R. Thompson and seconded by Deputy Mayor L. Wagar to approve the terms of office for the Forestry Board Officers as detailed above.

**VOTE:** 4-0 Carried unanimously

Trustee Rick Clark	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Ruth Thompson	AYE	Mayor Paul Gee	AYE

**Planning Board Terms of Office**

Dave Garner – Expires February 2023

Abigail Timberlake – Expires December 2019

Kyle Burns – Expires March 2018

Heather Humphrey – Expires March 2019

**MOTION:** made by Deputy Mayor L. Wagar and seconded by Trustee R. Thompson to approve the terms of office for the Planning Board members as detailed above.

**VOTE:** 4-0 Carried unanimously

Trustee Rick Clark	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Ruth Thompson	AYE	Mayor Paul Gee	AYE

**Zoning Board Terms of Office**

Kyle Burns – Expires March 2018

Heather Humphrey – Expires March 2019

Dave Garner – (Alternate) Expires March 2021

Abigail Timberlake – (Alternate) Expires March 2021

**MOTION:** made by Deputy Mayor L. Wagar and seconded by Trustee R. Thompson to approve the terms of office for the Zoning Board members as detailed above.

**VOTE:** 4-0 Carried unanimously

Trustee Rick Clark	AYE	Deputy Mayor Leslie Wagar	AYE
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Trustee Ruth Thompson      AYE                      Mayor Paul Gee                      AYE

**Bank Designation:**

**MOTION:** made by Deputy Mayor L. Wagar and seconded by Trustee R. Clark to designate J.P. Morgan Chase (Scottsville Branch) as depository for General, Sewer, Capital, and Trust and Agency Funds and related checking accounts.

**VOTE:** 4-0 Carried unanimously

Trustee Rick Clark                      AYE                      Deputy Mayor Leslie Wagar      AYE  
Trustee Ruth Thompson              AYE                      Mayor Paul Gee                      AYE

**Official Newspaper:**

**MOTION:** made by Trustee R. Thompson and seconded by Deputy Mayor L. Wagar to designate “The Sentinel” as the official newspaper for the year 2016-2017.

**VOTE:** 4-0 Carried unanimously

Trustee Rick Clark                      AYE                      Deputy Mayor Leslie Wagar      AYE  
Trustee Ruth Thompson              AYE                      Mayor Paul Gee                      AYE

**Investment Policy (Summarized)**

**MOTION:** made by Trustee R. Thompson seconded by Deputy Mayor L. Wagar to set up the following investment policy for the Village of Scottsville:

Village funds not immediately needed for Village operations may be invested in the following types of investments:

1. Insured Savings Accounts
2. Certificates of Deposit
3. United States Government Treasury Bills
4. Government Money Market Accounts

Investments may be made only in Commercial Banks and the United States Government and must be collateralized to the extent that amounts exceed Federal Deposit Insurance Corporation (FDIC) Insurance.

The following is the approved list of depositor’s of the Village of Scottsville to which funds may be invested:

Citibank  
JP Morgan Chase  
United States Government

**VOTE:** 4-0 Carried unanimously

Trustee Rick Clark                      AYE                      Deputy Mayor Leslie Wagar      AYE  
Trustee Ruth Thompson              AYE                      Mayor Paul Gee                      AYE

**Other Village Policies**

- General Fund Balance

- Cash Receipts
- Online Banking
- Credit Card Use
- Workplace Violence Prevention
- Procurement
- Code of Ethics
- Cell Phone
- Investment Policy (general and detailed)

**MOTION:** made by Deputy Mayor L. Wagar and seconded by Trustee R. Thompson to re-affirm all the Village policies listed above.

**VOTE:** 4-0 Carried unanimously

Trustee Rick Clark	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Ruth Thompson	AYE	Mayor Paul Gee	AYE

**Liaison Representatives:**

Mayor Paul Gee:

Fire Department  
Rescue Squad  
Main Street Committee  
Chamber of Commerce  
Public Relations  
Memorial Trees

Deputy Mayor Leslie Wagar:

Planning/Zoning  
Code Enforcement  
Facebook Administrator  
Treasurer  
Clerk's Office  
Dog Park

Trustee Ruth Thompson:

Community Organizations  
Activities Committee  
Deputy Liaison Main Street Committee

Trustee Rick Clark:

Department of Public Works

Trustee James Clark:

Forestry Board  
Parks  
Town Asset Committee

**MOTION:** made by Deputy Mayor L. Wagar and seconded by Trustee R. Thompson to designate the Board liaison representatives as listed.

**VOTE:** 4-0 Carried unanimously

Trustee Rick Clark	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Ruth Thompson	AYE	Mayor Paul Gee	AYE

**Audit the Books & Records:**

**MOTION:** made by Trustee R. Clark and seconded by Deputy Mayor L. Wagar that the Board of Trustees cause to be audited the books and records of any officer who collects or disburses funds.

**VOTE:** 4-0 Carried unanimously

Trustee Rick Clark	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Ruth Thompson	AYE	Mayor Paul Gee	AYE

**Municipal Officials & Employees attend school etc.:**

**MOTION** made by Trustee R. Thompson and seconded by Deputy Mayor L. Wagar authorizing municipal officials and employees to attend school, conferences, seminars etc. that are conducted for the benefit of the local government - reimbursement will not be paid without prior approval by the Village Board of Trustees.

**VOTE:** 4-0 Carried unanimously

Trustee Rick Clark	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Ruth Thompson	AYE	Mayor Paul Gee	AYE

**Advance Approval of Claims:**

**RESOLUTION:** made by Trustee R. Clark and seconded by Trustee R. Thompson

**WHEREAS** the Board of Trustees has determined to authorize payment in advance of audit of claims for public utility services, postage, freight and express charges, and

**WHEREAS** all such claims shall be presented at the next regular meeting for audit, and

**WHEREAS** the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Trustees,

**NOW THEREFORE BE IT RESOLVED:**

*Section 1.* That the board of trustees authorizes payment in advance of audit of claims for public utility services, postage, freight and express charges 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.

*Section 2.* That this resolution shall take effect immediately.

**VOTE:** 4-0 Carried unanimously

Trustee Rick Clark	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Ruth Thompson	AYE	Mayor Paul Gee	AYE

**Mileage Allowance:**

**RESOLUTION:** made by Trustee R. Clark and seconded by Deputy Mayor L. Wagar

**WHEREAS** the Board of Trustees has determined to pay a fixed rate for mileage as reimbursement to officers and employees of the village that use their personal automobiles while performing their official duties on behalf of the Village of Scottsville;

**NOW THEREFORE BE IT RESOLVED**

*Section 1.* That the Board of Trustees shall approve reimbursement to such officers and employees at the rate of \$.54 per mile.

*Section 2.* That this resolution shall take effect immediately.

**VOTE:** 4-0 Carried unanimously

Trustee Rick Clark	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Ruth Thompson	AYE	Mayor Paul Gee	AYE

**NEW BUSINESS**

- Johnson Park application – Pat Strassner – 788 Quaker Road – Sunday, July 31, 2016 – Family Picnic (limited alcohol)
- Johnson park application – Devin Burns – 7 Caledonia Avenue – Sunday, June 5, 2016 – Family Celebration (alcohol)

**MOTION:** made by Deputy Mayor L. Wagar and seconded by Trustee R. Thompson to approve applications as listed above.

**VOTE:** 4-0 Carried unanimously

Trustee Rick Clark	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Ruth Thompson	AYE	Mayor Paul Gee	AYE

**FINANCE**

- Pay Bills

**MOTION:** made by Deputy Mayor L. Wagar and seconded by Trustee R. Clark to approve payables on the APGL Distribution Report and Voucher Detail Report through April 1, 2016 with General Payables totaling \$196,844.87.

**VOTE:** 4-0 Carried unanimously

Trustee Rick Clark	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Ruth Thompson	AYE	Mayor Paul Gee	AYE

- Consider authorizing the Mayor to sign the amendment allowing the Town of Wheatland to make quarterly payments on the annual Fire Protection and Ambulance contracts.

**MOTION:** made by Trustee R. Thompson and seconded by Deputy Mayor L. Wagar to authorize the Mayor to sign the amendment allowing the Town of Wheatland to make quarterly payments on the annual Fire Protection and Ambulance contracts.

**VOTE:** 4-0 Carried unanimously

Trustee Rick Clark	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Ruth Thompson	AYE	Mayor Paul Gee	AYE

**OLD BUSINESS**

- Changes to Planning Board Meeting Schedule for 2016-17 – Keep December’s meeting.

**EXECUTIVE SESSION**

**MOTION:** made by Deputy Mayor L. Wagar and seconded by Trustee R. Thompson to enter into executive session at 5:25pm. to discuss a particular personnel matter.

**VOTE:** 4-0 Carried unanimously

Trustee Rick Clark	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Ruth Thompson	AYE	Mayor Paul Gee	AYE

**MOTION:** made by Deputy Mayor L. Wagar and seconded by Trustee R. Clark to adjourn executive session and return to regular session at 5:35pm.

**VOTE:** 4-0 Carried unanimously

Trustee Rick Clark	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Ruth Thompson	AYE	Mayor Paul Gee	AYE

**ADJOURNMENT:**

**MOTION:** made by Trustee R. Thompson and seconded by Deputy Mayor L. Wagar to adjourn the meeting at 5:35pm.

**VOTE:** 4-0 Carried unanimously

Trustee Rick Clark	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Ruth Thompson	AYE	Mayor Paul Gee	AYE

Respectfully submitted by,

*Katie Moffe*

Deputy Clerk/Treasurer