

Oaths of Office

Eileen Hansen – Mayor Four (4) Year Term
Christie Offen – Trustee Four (4) Year Term
Leslie Wagar – Trustee Four (4) Year Term
Kathleen Carl – Trustee Two (2) Year Term

Call to Order Mayor Hansen called the meeting to order at 5:05 pm.

Pledge of Allegiance to The Flag

Roll Call

Present: Eileen Hansen, Mayor
Kathleen Carl, Trustee
Christie Offen, Trustee
Todd Shero, Trustee
Leslie Wagar, Trustee
Also Present: Anne Hartman, Village Clerk
Absent: Dan Magill, Attorney

Organizational Meeting:

Appointments:

- a. Deputy Mayor – Kathie Carl
- b. Deputy Clerk – Margaret Mercado – One (1) Year Term
- c. Code Enforcement Officer, Building Inspector and Fire Marshal – Charles Floeser – One (1) Year Term
- d. Council of Governments Representative – Eileen Hansen
- e. Representative to the Monroe County Planning Council – Eileen Hansen
- f. Petty Cash Custodian – Anne Hartman
- g. NYSLRS Security Admin & Contact Admin – Anne Hartman

Motion made by Trustee Leslie Wagar and seconded by Deputy Mayor Kathie Carl to approve the above appointments and terms for the 2018-19 year unless otherwise stated and as listed above.

Vote: Carried (5-0)

Mayor Eileen Hansen	AYE	Deputy Mayor Kathie Carl	AYE
Trustee Christie Offen	AYE	Trustee Todd Shero	AYE
Trustee Leslie Wagar	AYE		

Forestry Board Officers:

Brandon Burger – Chairman/Secretary – Expires April 2021

Motion made by Trustee Christie Offen and seconded by Trustee Todd Shero to approve the term of office for the Forestry Board Officers as detailed above.

Vote: Carried (5-0)

Mayor Eileen Hansen	AYE	Deputy Mayor Kathie Carl	AYE
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Trustee Christie Offen	AYE	Trustee Todd Shero	AYE
Trustee Leslie Wagar	AYE		

Meeting Dates Designation:

Motion made by Deputy Mayor Kathie Carl and seconded by Trustee Leslie Wagar to designate the second Tuesday of each month as regular meeting dates; Fire Commission meetings to start at 6:30pm and the **Village Board Meeting to start immediately after.**

Vote: Carried (5-0)

Mayor Eileen Hansen	AYE	Deputy Mayor Kathie Carl	AYE
Trustee Christie Offen	AYE	Trustee Todd Shero	AYE
Trustee Leslie Wagar	AYE		

Organizational Meeting Date Designation:

Motion made by Trustee Leslie Wagar and seconded by Deputy Mayor Kathie Carl to establish Monday, April 1, 2019, 6:00pm as the organizational meeting date for the 2019-2020 schedule.

Vote: Carried (5-0)

Mayor Eileen Hansen	AYE	Deputy Mayor Kathie Carl	AYE
Trustee Christie Offen	AYE	Trustee Todd Shero	AYE
Trustee Leslie Wagar	AYE		

Official Newspaper:

Motion made by Trustee Christie Offen and seconded by Deputy Mayor Kathie Carl to designate “The Sentinel” as the official newspaper for the year 2018-2019.

Vote: Carried (5-0)

Mayor Eileen Hansen	AYE	Deputy Mayor Kathie Carl	AYE
Trustee Christie Offen	AYE	Trustee Todd Shero	AYE
Trustee Leslie Wagar	AYE		

Investment Policy (Summarized):

Motion made by Trustee Christie Offen seconded by Trustee Leslie 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 depositories of the Village of Scottsville to which funds may be invested:

Canandaigua National Bank & Trust
 Citibank
 JP Morgan Chase
 United States Government

Wilmington Trust

Vote: Carried (5-0)

Mayor Eileen Hansen	AYE	Deputy Mayor Kathie Carl	AYE
Trustee Christie Offen	AYE	Trustee Todd Shero	AYE
Trustee Leslie Wagar	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)
- Petty Cash
- Computer

Motion made by Trustee Christie Offen and seconded by Trustee Leslie Wagar to re-affirm all the Village policies listed above.

Vote: Carried (5-0)

Mayor Eileen Hansen	AYE	Deputy Mayor Kathie Carl	AYE
Trustee Christie Offen	AYE	Trustee Todd Shero	AYE
Trustee Leslie Wagar	AYE		

Liaison Representatives:

Mayor Eileen Hansen:

Trustee Kathleen Carl:

Trustee Christie Offen:

Trustee Todd Shero:

Trustee Leslie Wagar:

Motion made by Trustee Leslie Wagar and seconded by Deputy Mayor Kathie Carl to postpone the designation of the Board liaison representatives until the April 10, 2018 Village Board Meeting.

Vote: Carried (5-0)

Mayor Eileen Hansen	AYE	Deputy Mayor Kathie Carl	AYE
Trustee Christie Offen	AYE	Trustee Todd Shero	AYE
Trustee Leslie Wagar	AYE		

Audit the Books & Records:

Motion made by Deputy Mayor Kathie Carl and seconded by Trustee Leslie Wagar that the Board of Trustees cause to be audited the books and records of any officer who collects or disburses funds.

Vote: Carried (5-0)

Mayor Eileen Hansen	AYE	Deputy Mayor Kathie Carl	AYE
Trustee Christie Offen	AYE	Trustee Todd Shero	AYE
Trustee Leslie Wagar	AYE		

Advance Approval of Claims:

Resolution made by Trustee Christie Offen and seconded by Deputy Mayor Kathie Carl

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 must be presented at the next regular meeting for audit; and

WHEREAS the claimant and the officer incurring or approving the claim are jointly and severally liable for any amount the Board of Trustees disallows.

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. All such claims must be presented at the next regular meeting for audit and the claimant and the officer incurring or approving the claims are jointly and severally liable for any amount the Board of Trustees disallows.

Section 2. That this resolution is effective immediately.

Vote: Carried (5-0)

Mayor Eileen Hansen	AYE	Deputy Mayor Kathie Carl	AYE
Trustee Christie Offen	AYE	Trustee Todd Shero	AYE
Trustee Leslie Wagar	AYE		

Mileage Allowance:

Resolution made by Deputy Mayor Kathie Carl and seconded by Trustee Christie Offen

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

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees will approve reimbursement to such officers and employees at the rate of **54.5 cents per mile**.

Section 2. That this resolution is effective immediately.

Vote: Carried (5-0)

Mayor Eileen Hansen	AYE	Deputy Mayor Kathie Carl	AYE
Trustee Christie Offen	AYE	Trustee Todd Shero	AYE
Trustee Leslie Wagar	AYE		

Attendance at Schools and Conferences:

Resolution made by Trustee Leslie Wagar and seconded by Trustee Christie Offen

WHEREAS there is to be held during the coming official year

- NYCOM's Winter Legislative Meeting
- NYCOM's Annual Meeting
- NYCOM's Annual Meeting and Training School
- NYCOM's Fall Training School
- NYCOM's Public Works Training School, and
- Trainings held by Monroe County New York, New York State and the Regional Planning Council

WHEREAS attendance by certain municipal officials and employees at one or more of these meetings, conferences or schools benefits the municipality;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the village officers and employees approved by the board are authorized to attend the above schools.

Section 2. That this resolution is effective immediately.

Vote: Carried (5-0)

Mayor Eileen Hansen	AYE	Deputy Mayor Kathie Carl	AYE
Trustee Christie Offen	AYE	Trustee Todd Shero	AYE
Trustee Leslie Wagar	AYE		

Designating Depositories:

Resolution made by Trustee Leslie Wagar and seconded by Deputy Mayor Kathie Carl

WHEREAS the Board of Trustees has determined that Village Law § 4-412(3)(2) requires the designation of banks or trust companies for the deposit of all village monies;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees designates the following institutions as depositories of all moneys received by the Village Clerk, Treasurer, Deputy Clerk, and receiver of taxes. Names of Institutions:

Canandaigua National Bank & Trust
J.P. Morgan Chase

Section 2. That this resolution is effective immediately.

Vote: Carried (5-0)

Mayor Eileen Hansen	AYE	Deputy Mayor Kathie Carl	AYE
Trustee Christie Offen	AYE	Trustee Todd Shero	AYE
Trustee Leslie Wagar	AYE		

Meeting Procedures:

Resolution: made by Deputy Mayor Kathie Carl and seconded by Trustee Leslie Wagar to adopt the Rules of Procedure for the Board of Trustees of the Village of Scottsville.

WHEREAS, Village Law § 4-412 provides that the Board of Trustees may determine its own rules of procedure;

NOW, THEREFORE BE IT RESOLVED, the following rules of procedure are adopted pursuant to Village Law § 4-412:

Section 1. **FIRE COMMISSIONERS MEETINGS/ REGULAR MEETINGS:**

The Fire Commissioners Meetings are held on 2nd Tuesday of each month, commencing at 6:30pm in the Wheatland Municipal Building boardroom. The Board of Trustees' Regular Meetings are held on the 2nd Tuesday of each month, immediately following the Fire Commissioner's Meeting

Section 2. SPECIAL MEETINGS:

Special meetings of the Board of Trustees are all Board meetings other than Regular Meetings. A Special Meeting may be called by the Mayor or any Trustee upon notice to the entire Board. Notice must be given to each member of the Board of Trustees by telephone, in person, or email at least 24 hours in advance of the meeting unless an emergency requires the meeting to be held on less than 24hours notice.

Section 3. QUORUM:

A quorum of the Board must be physically present to conduct business. A quorum of the five-member Board of Trustees is three, regardless of vacancies.

Section 4. EXECUTIVE SESSIONS:

Executive sessions must be held in accordance with NYS Public Officers Law § 105. All executive sessions must be entered into by a motion made from a properly noticed and conducted open meeting.

Section 5. AGENDAS:

The agenda is to be prepared by the Clerk at the direction of the Mayor. The Mayor or any Trustee may have an item placed on the agenda. When possible, items for the agenda must be provided to the Clerk in writing or via email at least 24 hours before the meeting's start time. However, items may be placed on the agenda at any time, including during the meeting. If necessary, a supplemental agenda may be distributed at the beginning of the meeting.

Section 6. VOTING:

Pursuant to the New York State Village Law and General Construction Law, each member of the Board has 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. A vote upon any question must be taken by ayes and noes, and the names of the members present and their votes must be entered in the minutes.

Section 7. GENERAL RULES OF PROCEDURE:

- a. The Mayor presides at the meeting. In the Mayor's absence, the Deputy Mayor presides at meetings of the Board. The presiding officer may debate, move and take any action that may be taken by other members of the Board. Board members are not required to rise, but must be recognized by the presiding officer before making motions and speaking.
- b. Every motion must be seconded before being put to a vote; all motions must be recorded in their entirety in the Board's minutes.
- c. Once recognized, a member may not be interrupted when speaking unless it is to call him/her to order. If a member is called to order, they must stop speaking until the question of order is determined, and, if in order, they must be permitted to proceed.

- d. 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 and require a two thirds vote to pass.

Section 8. GUIDELINES FOR PUBLIC COMMENT:

The public may speak only during the Public Comment period of the meeting (limited to a total of thirty (30) minutes) and during any public hearing public comment section, or at such other time as a majority of the Board allows.

- Speakers must step to the front of the room.
- Speakers must give their name, address and organization, if any.
- Speakers must be recognized by the presiding officer.
- Speakers must limit their remarks to three 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 must be addressed to the Board as a body and not to any member thereof.
- Speakers must observe the commonly accepted rules of courtesy, decorum, dignity and good taste.
- Interested parties or their representatives may address the Board by written communications.

Section 9. AMENDMENTS TO THE RULES OF PROCEDURE.

The Rules of Procedure may be amended from time to time by majority vote of the Board.

And it is further

RESOLVED, that the Village Clerk/Treasurer shall provide a copy of the Rules of Procedure as herein adopted and promulgated to General Code Publishers Corp., for publication in the Village Code to be numbered as a designated chapter thereof in the discretion of the publisher.

Vote: Carried (5-0)

Mayor Eileen Hansen	AYE	Deputy Mayor Kathie Carl	AYE
Trustee Christie Offen	AYE	Trustee Todd Shero	AYE
Trustee Leslie Wagar	AYE		

10. **Adjournment:**

Motion made by Trustee Christie Offen and seconded by Deputy Mayor Kathie Carl to adjourn the meeting at 5:26 pm.

Vote: Carried (5-0)

Mayor Eileen Hansen	AYE	Deputy Mayor Kathie Carl	AYE
Trustee Christie Offen	AYE	Trustee Todd Shero	AYE
Trustee Leslie Wagar	AYE		

Respectfully submitted by,

Anne Hartman

Anne Hartman
Village Clerk