

Village of Scottsville  
Board of Trustees Organizational Meeting  
Monday, September 21, 2020 – 6:00pm  
Wheatland Municipal Building  
Due to COVID-19 elections were delayed to September 15, 2020.

**Call to Order** Mayor Hansen called the 2020-2021 Organizational Meeting to order at 6:02 pm.

**Pledge of Allegiance to The Flag**

**Roll Call**

Present: Eileen Hansen, Mayor  
Kathie Carl, Deputy Mayor  
Christie Offen, Trustee  
Leslie Wagar, Trustee  
Nikki Whitmarsh, Trustee

Also Present: Thomas Rzepka, Attorney  
Anne Hartman, Village Clerk

**Oath of Office**

Trustee Nikki Whitmarsh  
Trustee Kathie Carl

**Organizational Meeting:**

**Appointments:**

- a. Deputy Mayor – Leslie Wagar
- b. Treasurer – Katie Garner
- c. Clerk – Anne Hartman
- d. Deputy Clerk – Ginny Winter
- e. Department of Public Works Labor Foreman – Ken Bohn
- f. Department of Public Works Administrative Foreman – Todd Schwasman
- g. Code Enforcement Officer, Building Inspector and Fire Marshal – Douglas Barber
- h. Village Attorney – Thomas Rzepka
- i. Council of Governments Representative – Eileen Hansen
- j. Representative to the Monroe County Planning Council – Eileen Hansen
- k. Petty Cash Custodian – Anne Hartman
- l. NYSLRS Security Admin & Contact Admin – Anne Hartman

**Motion** made by Trustee Christie Offen and seconded by Deputy Mayor Leslie Wagar to approve the above appointments and terms for the 2020-21 year as listed.

**Vote:** *(Carries 5-0)*

**Board of Trustees Meeting Dates Designation:**

**Motion** made by Deputy Mayor Leslie Wagar and seconded by Trustee Christie Offen to designate the second Tuesday of each month as regular Village Board of Trustees meeting dates starting at 6:30 pm.

**Vote:** *(Carries 5-0)*

**Treasurer Meeting Dates Designation:**

**Motion** made by Deputy Mayor Leslie Wagar and seconded by Trustee Kathie Carl to designate the third Tuesday of each month as Treasurer meeting dates starting at 6:00 pm.

**Vote:** *(Carries 5-0)*

**Organizational Meeting Date Designation:**

**Motion** made by Trustee Christie Offen and seconded by Deputy Mayor Leslie Wagar to establish Monday, April 5, 2021 at 6:00pm as the organizational meeting date for the 2021-2022 schedule.

**Vote:** *(Carries 5-0)*

**Forestry Board**

Rick VenVertloh – Forestry Board Member - Three (3) Year Term – Expires April 2023

**Motion** made by Trustee Christie Offen and seconded by Trustee Kathie Carl to approve the above listed Forestry Board appointment.

**Vote:** *(Carries 5-0)*

**Official Newspaper:**

**Motion** made by Deputy Mayor Leslie Wagar and seconded Trustee Christie Offen to designate “The Sentinel” as the official newspaper for the year 2021-2022.

**Vote:** *(Carries 5-0)*

**Investment Policy (Summarized):**

**Motion** made by Deputy Mayor Leslie Wagar seconded by Trustee Christie Offen 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 depositors 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:** *(Carries 5-0)*

**Other Village Policies:**

- General Fund Balance
- Reserves Policy
- Cash Receipts
- Online Banking
- Credit Card Use
- Procurement
- Investment Policy (general and detailed)
- Petty Cash
- Cell Phone
- Workplace Violence Prevention
- Code of Ethics
- Code of Conduct
- Computer
- IT Policy
- Social Media
- Grants

**Motion** made by Trustee Christie Offen and seconded by Deputy Mayor Leslie Wagar to reaffirm all the Village policies listed above.

**Vote:** *(Carries 5-0)*

**Liaison Representatives:**

Mayor Eileen Hansen: Departments

Trustee Kathleen Carl: Finance

Trustee Christie Offen: DPW and Forestry Board

Trustee Nikki Whitmarsh: Planning Board and Zoning Board of Appeals

Trustee Leslie Wagar: Communications

**Motion** made by Deputy Mayor Leslie Wagar and seconded by Trustee Christie Offen to designate the Board liaison representatives as listed above.

**Vote:** *(Carries 5-0)*

**Audit the Books & Records:**

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

**Vote:** *(Carries 5-0)*

**Advance Approval of Claims:**

**Resolution** made by Trustee Christie Offen and seconded by Deputy Mayor Leslie Wagar

**WHEREAS** the Board of Trustees has determined to authorize payment in advance of audit of claims for public utility services, insurance premiums, 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:** (Carries 5-0)

**Mileage Allowance:**

**Resolution** made by Trustee Christie Offen and seconded by Deputy Mayor Leslie Wagar

**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 **57.5 cents per mile**.

Section 2. That this resolution is effective immediately.

**Vote:** (Carries 5-0)

**Upstate New York Municipal Workers' Compensation Plan**

Voting Member - Anne Hartman

Alt. Voting Member - Katie Garner

Facilitator - Anne Hartman

**Motion** made by Trustee Christie Offen and seconded by Deputy Mayor Leslie Wagar to approve the above Upstate New York Municipal Workers' Compensation Plan appointments for the 2020-21 year as listed.

**Vote:** (Carries 5-0)

**Attendance at Schools and Conferences:**

**WHEREAS** there is to be held during the coming official year

- a. NYCOM's Winter Legislative Meeting
- b. NYCOM's Annual Meeting
- c. NYCOM's Annual Meeting and Training School
- d. NYCOM's Fall Training School
- e. NYCOM's Public Works Training School, and
- f. Trainings held by Monroe County New York, New York State, the Regional Planning Council and Finger Lakes Building Officials Association

**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.

**Motion** made by Deputy Mayor Leslie Wagar and seconded by Trustee Kathie Carl

**Vote:** (Carries 5-0)

**Designating Depositories:**

**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.

**Motion** made by Trustee Christie Offen and seconded by Trustee Kathie Carl

**Vote:** (Carries 5-0)

**Designating Depository Signers**

**Motion** made by Trustee Christie Offen and seconded by Deputy Mayor Leslie Wagar to designate Katie Garner, Eileen Hansen and Leslie Wagar as signers on the Canandaigua National Bank accounts as amended.

*Discussion:* Trustee Offen suggested Deputy Mayor Wagar as a signer instead of Kathie Carl..

**Vote:** (Carries 5-0)

**Meeting Procedures:**

Resolution Adopting 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. **BOARD OF TRUSTEES REGULAR MEETINGS:**

The Board of Trustee Meetings are held on 2<sup>nd</sup> Tuesday of each month, commencing at 6:30pm in the Wheatland Municipal Building boardroom.

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 24 hours 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.

**Motion** made by Trustee Christie Offen and seconded by Trustee Kathie Carl

**Vote:** *(Carries 5-0)*

10. **Adjournment:**

**Motion** made by Deputy Mayor Leslie Wagar and seconded by Trustee Kathie Carl to adjourn the meeting at 6:30 pm.

**Vote:** *(Carries 5-0)*

Respectfully submitted by,



Anne Hartman  
Village Clerk