

MINUTES OF THE MEETING OF THE  
SANDY CREEK VILLAGE BOARD OF TRUSTEES

**Date:** December 2, 2019

**Kind of Meeting:** Organizational and Regular

**Place:** Village Office

**Board Members Present:**

Lynn H. Miller, Mayor

Kenney LaRue, Trustee

Sharon Turo, Trustee

**Others Present:**

Jill Mattison, Clerk/Treasurer

Patricia McCullough, Deputy Clerk, SCRPB

Shirley Rice, SCRPB

Lance Collins, SCFD Chief

Margaret Kastler, Legislator

John Howland, CEO

Steve Washburn

Richard Moriarty

**OPEN THE ORGANIZATIONAL MEETING:**

Newly elected mayor Lynn Miller called the organizational meeting to order at 700 P.M. and led all in the Pledge of Allegiance.

Mayor Miller appointed Kenney LaRue Deputy Mayor.

**APPOINTMENTS:**

**RESOLUTION 31-FY19/20**

On a motion by Trustee LaRue, seconded by Trustee Turo, the following resolutions were ADOPTED - unanimous

**Resolved** that the following appointments be made:

Jill Mattison as Clerk/Treasurer for a four year term

Jill Mattison as Records Access Officer for a one year term

Patricia McCullough as Deputy Clerk for a one year term

John Howland as Code Enforcement Officer for a one year term

Charlene Cole as Historian for a one year term

The firm of Barclay Damon LLP as attorney

Prosachik Law Firm, PLLC as attorney for code enforcement

**ANNUAL ORGANIZATIONAL RESOLUTIONS**

**RESOLUTION 32-FY19/20**

On a motion by Trustee LaRue, seconded by Trustee Turo, the following resolutions were ADOPTED - unanimous

**Resolved** that:

WHEREAS it will be a benefit to the Village of Sandy Creek for employees and appointees to be in attendance at schools, conferences, and seminars,

BE IT RESOLVED, pursuant to Section 77-b of the General Municipal Law, that employees be authorized to attend and

FURTHER BE IT RESOLVED that all the actual and necessary expenses incurred to be audited out of the appropriate account.

BE IT RESOLVED, pursuant to Section 4-412(3)(2) of the Village Law, that the following institution be and hereby is designated as depository of all monies received by the Village: Pathfinder Bank.

BE IT RESOLVED, pursuant to Section 5-524(6) of the Village Law, that the Clerk/Treasurer is hereby authorized to pay in advance of the monthly audit on claims for public utility services, postage, freight and express charges.

BE IT RESOLVED, pursuant to Section 5-524(7) of the Village Law that the Village will pay mileage for village officials and employees in the amount of **58 cents** per mile.

BE IT RESOLVED, that the Watertown Daily Times is the official newspaper of the Village.

BE IT RESOLVED, that the Board of Trustees reviewed the Procurement Policy for the Village of Sandy Creek.

BE IT FURTHER RESOLVED, that the procedure for purchasing goods and services which do not exceed the bid limits of \$20,000 for purchase contracts and \$35,000 for public works projects was addressed. BE IT FURTHER RESOLVED that the following individuals responsible for making purchases are:

Lynn Miller, Mayor  
Jill Mattison, Clerk/Treasurer  
Lance Collins, SCFD Chief.

BE IT FURTHER RESOLVED, that the responsible individuals must be updated every two years.

BE IT RESOLVED, that the Village of Sandy Creek reviewed the village's Investment Policy delegating the responsibility for administration of the investment program to the Clerk Treasurer. BE IT FURTHER RESOLVED that this Investment Policy be reviewed annually.

BE IT RESOLVED, that the Village of Sandy Creek will fully comply with the provisions and spirit of the ADA and ensure equal employment opportunity for all qualified persons with disabilities.

BE IT RESOLVED that the Village of Sandy Creek recognizes that sexual harassment is a form of gender discrimination and is a violation of state and federal civil rights laws. It is the policy of this municipality to strongly oppose and prevent any form of discrimination and recognizes the previously adopted policy against Discrimination and Harassment.

BE IT RESOLVED that the Village of Sandy Creek is an Equal Opportunity Employer. Discrimination on the basis of race, color, sex, religion, age, national origin, marital status, disability, sexual orientation, genetic predisposition or carrier status or veteran status will not be tolerated.

BE IT RESOLVED that the Village of Sandy Creek is committed to the safety and security of its employees and recognizes the previously adopted Workplace Violence Prevention Policy pursuant to NYS Labor Law, Section 27b.

BE IT RESOLVED that the Village of Sandy Creek recognizes the previously adopted policy of maintaining a drug free work place.

BE IT RESOLVED that the regular meeting of the Board of Trustees will be held monthly on the first Monday of the month at 7:00 PM

BE IT RESOLVED that the next organizational meeting will be held at the regular meeting of the Board of Trustees in December 2020.

**CLOSE ORGANIZATIONAL MEETING AND OPEN REGULAR MEETING:**

**APPROVAL OF MINUTES:**

**RESOLUTION 33 - FY19/20**

On a motion by Trustee Turo, seconded by Trustee LaRue, the following resolution was ADOPTED – unanimous

**Resolved** that the minutes of the November 4, 2019 meeting are approved as written.

**AUDIT AND APPROVAL OF MONTHLY BILLS, TRANSFERS AND ACCEPT NOVEMBER 2019 FINANCIAL STATEMENT.**

**RESOLUTION 34 - FY 19/20**

On a motion by Trustee Turo, seconded by Trustee LaRue, the following resolution was ADOPTED – unanimous

Transfer \$ 186 from A1910.4 to A9010.8

Abstract 13, vouchers #155 - 157, in the amount of \$6,628.76

Abstract 14, vouchers #158 - #180, in the amount of \$20,132.05

**Fund Balances: 11/30/19**

General Fund		\$367,554.35
Reserve Fire Apparatus	98,821.57	
Radios	1,643.38	
Water Fund		18,992.93
Repair Reserve	0.00	
Capital Reserve	20,133.07	
Trust & Agency		0.00
Permanent		3,278.04
Non-expendable	2,000.00	
Expendable	1,278.04	
Water Tower Capital Project		<u>382,049.58</u>
TOTAL ALL FUNDS		\$771,874.90

**Resolved** that the monthly bills and transfers are approved and the November 2019 financial statement was accepted.

**REPORTS:**

PLANNING BOARD:

Mrs. McCullough gave the report of the November meeting, so noted and filed in the Village Office. The new owners of 2048 Harwood Drive are concerned with the unfenced pool at the Marilyn Loveless house next door. Annual training is scheduled for December 8.

FIRE DEPARTMENT:

Chief Collins gave the November 2019 call report

<u>November 2019 Call Report</u>	<u>Year to Date</u>	Active Membership: 27
Total Calls: 21	325	Firefighters: 23
Structure Fires: 2	17	Interior: 9
Vehicle Fires: 0	2	
Vegetation Fires: 0	3	
EMS: 8	174	
Rescue: 0	4	
MVA: 2	26	
Extrication: 0	1	
Hazardous Condition: 3	17	
Service Call: 1	14	
Good Intent Call: 1	11	
False Alarm: 2	7	
Cancelled Enroute: 4	38	
Other: 0	3	
Mutual Aid Given: 0	12	
Mutual Aid Received: 0	5	
Average Personnel: 4.24	4.37	
Average Enroute Time: 6.47	4.7	
Average Onscene Time: 12.22	11.05	

There was discussion on the mandated cancer insurance. Twenty Class I SCFD members were eligible for coverage.

Chief Collins had a question about an old United Radio (Motorola) bill.

He also explained why Pulaski (not Lacona) was called to the overturned milk truck scene.

COUNTY LEGISLATOR:

Legislator Kastler reported that there are two meetings of the Legislature scheduled on December 12. The 2020 budget will be discussed and the rate of \$7.70 per thousand is expected to remain the same.

A survey prepared by Oswego County on transportation needs is being circulated.

Legislator Kastler's office is up on December 31, 2019 and Mike Yerdon's begins on January 1, 2020. He will be invited to attend Village Board meetings. Everyone thanked Margaret for her many years of service.

**HISTORIAN:**

The November 2019 report was sent by Charlene Cole, so noted and filed in the Village Office.

**CODE ENFORCEMENT:**

CEO Howland cited the Loveless Estate for the unfenced pool.

The overgrown lawn on East First Street was mowed.

**CORRESPONDENCE:**

**OLD BUSINESS:**

No Parking signs for US Rt 11 were ordered.

**NEW BUSINESS:**

**SIGN FIRE CONTRACT:**

**RESOLUTION 35 - FY19/20**

On a motion by Trustee LaRue, seconded by Trustee Turo, the following resolution was ADOPTED – unanimous

**Resolved** that the fire contract between the Village and Town of Sandy Creek in the sum of \$157,000 be signed.

**SIGN HIGHWAY WORK PERMIT APPLICATION:**

**RESOLUTION 35 - FY19/20**

On a motion by Trustee LaRue, seconded by Trustee Turo, the following resolution was ADOPTED – unanimous

**Resolved** that the annual Highway Work Permit application with NYSDOT be signed by Mayor Miller.

**SIGN WILLIAMSON ANNUAL SOFTWARE SUPPORT CONTRACT:**

**RESOLUTION 36 - FY19/20**

On a motion by Trustee Turo, seconded by Trustee LaRue, the following resolution was ADOPTED – unanimous

**Resolved** that the annual Williamson Law Book Company software support contract for municipal accounting and budget preparation be signed by Mayor Miller.

**PUBLIC COMMENT:**

None

**MOTION TO ADJOURN:**

There being no further business to come before the Board, a motion to adjourn at 8:00 PM was offered by Trustee Turo and seconded by Trustee LaRue, carried.

The office will be closed the weeks of December 22 and 29, 2019 for the holidays and will re-open on Monday, January 6, 2020

Next Sandy Creek Village Board meeting – Monday, January 6, 2020, 7:00 PM

Next Joint Waterworks meeting – Monday, December 9, 2019, 10:00 AM  
Monday, January 13, 2020, 10:00 AM

Jill M. Mattison, CMC, RMC, CMFO

