

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

Date: December 4, 2017

Kind of Meeting: Regular and Organizational

Place: Village Office

Board Members Present:

Grant Rohrmoser, Mayor

Kenney LaRue, Trustee

Sharon Turo, Trustee

Others Present:

Jill Mattison, Clerk/Treasurer

Patricia McCullough, Deputy Clerk, SCRPB

Shirley Rice, Planning Board

Margaret Kastler, Legislator

John Howland, CEO

Lance Collins, SCFD Chief

Jay Grasso

OPEN PUBLIC HEARING AND CALL TO ORDER:

Mayor Rohrmoser opened the public hearing to order at 7:00 P.M. The purpose of the public hearing was to hear comments on proposed Local Law #2 of 2017 to repeal Local Law #2 of 1985 (Prior Notice Law). There were no comments.

CLOSE PUBLIC HEARING AND OPEN THE REGULAR and ORGANIZATIONAL MEETING:

Mayor Rohrmoser appointed Kenney LaRue Deputy Mayor and thanked Trustee Turo for serving while Trustee LaRue was unable.

APPOINTMENTS:

RESOLUTION 41-FY17/18

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 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

Tammy Miller as Registrar of Vital Statistics for a one year term

Charlene Cole as Historian for a one year term

The firm of Hrabchak & Gebo P.C. as attorney for a one year term

Nelson Law Firm as additional attorney for Code Enforcement when needed

ANNUAL ORGANIZATIONAL RESOLUTIONS

RESOLUTION 42-FY17/18

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 **53.5 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:

Grant Rohrmoser, 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.

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 establishes the following policy of maintaining a drug free work place.

DRUG FREE WORKPLACE POLICY STATEMENT

The Village of Sandy Creek has established a policy of maintaining a drug free work place. The following statement specifies the Village's drug free work place policy and your responsibilities as a Village Employee:

1. All employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Village of Sandy Creek work place(s).
2. As a condition of employment each employee engaged in the performance of the grant will:
 - a. Abide by the terms of this Statement, and
 - b. Notify the Village of any criminal drug statue conviction for a violation occurring in the work place, no later than five (5) days after such conviction.
3. The Village may impose penalties on employees for drug abuse violation in the workplace, including:
 - a. Personnel action as allowed under any applicable collective bargaining agreements or personnel policies of the Village of Sandy Creek, up to and including termination.
 - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State or Local health, law enforcement or other appropriate agency.

4. The Village shall, within 30 days of receiving notice that an employee has been convicted of a violation of a criminal drug statute occurring in the workplace, take one of the actions against the employee as provided in 3 (a) or (b) above.

5. Employees seeking information about the dangers of drug abuse in the workplace and/or the availability of drug counseling, rehabilitation and employee assistance programs are directed to contact the Village's Personnel Director.

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 annual organizational meeting will be held at the regular meeting of the Board of Trustees in December 2018.

APPROVAL OF MINUTES:

RESOLUTION 43-FY17/18

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

Resolved that the minutes of the November 6, 2017 meeting are approved as written.

AUDIT AND APPROVAL OF MONTHLY BILLS, TRANSFERS AND ACCEPT

DECEMBER 2017 FINANCIAL STATEMENT:

RESOLUTION 44-FY 17/18

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

Abstract 11, vouchers #163 - #168 in the amount of \$4,655.59
Abstract 12, vouchers #169 - #191 in the amount of \$22,294.69

Transfer \$ 43 from A1620.4 to A1620.1
\$ 95 from A5410.4 to A5410.1
\$143 from A8170.4 to A5110.4
\$155 from A1990.4 to A9010.8

Fund Balances: 11/30/17

General Fund		\$346,269.56
Reserve Fire Apparatus	81,437.43	
Reserve Radios	3,055.70	
Water Fund		69,792.27
Repair Reserve	22,205.15	
Capital Reserve	20,031.59	
Trust & Agency		0.00
Permanent		3,261.43
Non-expendable	2,000.00	
Expendable	1,261.43	
Water Tower Capital Project		1,371,557.78
TOTAL ALL FUNDS		\$ 1,790,881.04

Resolved that the monthly bills and transfers are approved and the November 2017 financial statement was accepted.

Jay Grasso of G&G Municipal Consulting and Grant Writing addressed the Board on his company's services. He mostly works with small and medium size municipalities. He suggested that the village start with a median household income survey to facilitate grant funding. Currently the village is at a 47.3% poverty rate. The rate needs to be over 51% for grant options. He will send a proposal for the survey to the Board.

REPORTS:

PLANNING BOARD:

The next meeting is scheduled for tomorrow, Tuesday, December 5, 2017.

**SEQR/PROPOSED LOCAL LAW #1 OF 2018:
RESOLUTION 45 – FY 16/17**

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

Resolved that the Board of Trustees of the Village of Sandy Creek wishes to act as Lead Agency and determines that the action “Local Law # 1 of 2018 a local law Regulating Solar Energy Systems in the Village of Sandy Creek” under 6NYCRR, Part 617 is an Unlisted Action and does not meet or exceed any of the thresholds in §617.4 (Type I Actions) and is not contained on the list of §617.5 (Type II Actions). After completing Part II of the Short Environmental Assessment Form, the Village Board of Trustees determines that the proposed action will not result in any significant adverse environmental impacts pursuant to §617.7(c). The requirements of 6NYCRR, Part 617 have been met.

The proposed local law will be referred to the Oswego County Department of Community Development, Tourism and Planning for 239 (L&M) Review.

**SCHEDULE PUBLIC HEARING ON PROPOSED LOCAL LAW #1 OF 2018:
RESOLUTION 46 – FY 16/17**

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

Resolved that a public hearing be scheduled on Wednesday, January 3, 2018 at 7:00 on Local Law #1 of 2018, a local law Regulating Solar Energy Systems in the Village of Sandy Creek.

FIRE DEPARTMENT:

Chief Collins presented the November call report:

<u>October 2017 Call Report</u>	<u>Year to Date</u>		
Total Calls: 27	266		
Structure Fires: 2	15	Mutual Aid Ellisburg	1
Vehicle Fires: 0	2	Mannsville	1
Vegetation Fires: 0	4	Orwell	1
EMS: 18	157	Town of SC	9
Rescue: 0	8	Village of SC	15
MVA: 1	22		
Extrication: 0	2		
Hazardous Condition: 0	3		
Service Call: 1	8		
Good Intent Call: 1	3		
False Alarm: 2	7		
Cancelled Enroute: 2	35		
Mutual Aid Given: 3	36		
Mutual Aid Received: 0	6		
Average Personnel: 3.70	4.26		
Average Enroute Time: 5.04	4.39		
Average Onscene Time: 9	9.93		
Active Membership: 24			

Patty Ritchie has invited the department to apply for a grant. It will be written in the name of the SCFD rather than the village.

COUNTY LEGISLATOR:

Legislator Kastler reported that the legislature is finalizing the budget and is hoping for a 0 increase. At the next meeting they will be voting on a new chairman, vice chairman and majority leader.

HISTORIAN:

Mrs. Cole submitted the November 2017 report, so noted and filed in the Village Office.

CODE ENFORCEMENT:

CEO Howland will be working on a lawn mowing law over the winter.

The former Killam property will be going to a private auction (auction.com) with a \$10,000 minimum bid.

CORRESPONDENCE:

Jule-Ann Lattimer asked for a reduction in her water rent since her salon is essentially not open for business. CEO Howland would have to inspect to see if the equipment for the business is removed.

A letter requesting information on water regulations was sent by James Hess.

OLD BUSINESS:

The liability of the Franklin Street boulders was again discussed. It was thought that guardrails, one of the suggestions of Geoff Scott (of Cornell Local Roads), was a possibility. The Board is still considering the issue.

The village is still trying to get prices on replacing part of the water line on North Main Street.

Sandy Besaw must be a village resident to be appointed Deputy Clerk.

Due to the cost, converting streetlights to LED is not an option at this time.

NEW BUSINESS:

ADOPT LOCAL LAW #2 OF 2017

RESOLUTION 47 – FY17/18

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

Resolved that Local Law No. 2 of 2017, a local law to repeal Local Law No. 2 of 1985 (Prior Notice of Defects) be adopted.

Article 1. – Statement of Authority. The Board of Trustees of the Village of Sandy Creek, pursuant to the authority granted it under Article 4 of the Village Law and Sections 10 and 20 of the Municipal Home Rule Law of the State of New York, hereby enacts as follows:

Article 2. – Statement of Purpose and Findings. The Board of Trustees of the Village of Sandy Creek hereby finds that the Village Board previously adopted a local law with respect to prior notice known as Local Law #2 of 1985. Due to changes in the Village Law, such law is no longer needed. The Board of Trustees wishes to repeal such law as prior notice is already addressed in the New York State Village Law. It is the purpose of this local law to repeal Local Law #2 of 1985.

Article 3. - Enactment. The Board of Trustees of the Village of Sandy Creek hereby repeals Local Law #2 of 1985.

Article 4. – Severability. If any part of this Chapter shall be found to be void, voidable, or unenforceable for any reason whatsoever, it shall not affect the validity or enforceability of any remaining section or provision of this Chapter.

Article 5. – Effective Date. This local law shall take effect immediately upon filing with the Secretary of State.

SIGN FIRE PROTECTION CONTRACT WITH TOWN:

RESOLUTION 48 - FY17/18

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

Resolved that the 2018 fire protection contract between the Village and Town of Sandy Creek be signed in the amount of \$153,912.

SIGN GREAT AMERICAN CONTRACT (FOR COPIER):

RESOLUTION 49 - FY17/18

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

Resolved that the new contract for the copier lease by Great American be signed.

Proposals for maintenance of the generator at the Fire Hall were received from Kinsley Power Systems and Cummins Northeast were received. They were given to the Village Board and Fire Chief for review.

PUBLIC COMMENT:

Mrs. McCullough thanked Clerk/Treasurer Mattison for the work she and her family did decorating the park for the holidays.

MOTION TO ADJOURN:

There being no further business to come before the Board, a motion to adjourn at 9:00 P.M. was offered by Trustee LaRue and seconded by Trustee Turo, carried.

Christmas vacation begins Wednesday, December 20. Office re-opens Wednesday, January 3

Next Sandy Creek Village Board meeting – WEDNESDAY, January 3, 2018, 7:00 PM

Next Joint Waterworks meeting – Monday, December 11, 2017, 10:00 AM

Monday, January 8, 2018, 10:00 AM

Jill M. Mattison, CMC, RMC, CMFO