**VILLAGE OF MOUNT MORRIS**

**ORGANIZATION MEETING**

**April 5, 2021 6:30 PM**

**Mount Morris Veterans Building**

**3 Elm Street, Mount Morris NY**

The organization meeting of the Village Board of the Village of Mount Morris, County of Livingston and the State of New York was held at the Village Hall, 117 Main Street, Mount Morris, New York on the 5th day of April 5th, 2021.

**PRESENT:** Joel W. Mike Mayor

Jeffrey Coniglio Trustee

Joseph Rawleigh Trustee

William Manthey Trustee

Timothy Bryant Trustee

Lisa Torcello Village Clerk/Treasurer

Jeff Wiedrick Police Chief

Chris Young Public Works Superintendent

**Also Present:** David Disalvo, Sherry & Robert Ossont, Kaylea Bryant, Amanda Coniglio and Lenny Palermo

Justices Ossont will swear in Joel W. Mike as Mayor.

Mayor Mike called the meeting to order and led in the Pledge of Allegiance.

Clerk Torcello swore in the following new appointments:

Acting Village Judge Robert Ossont

Village Trustee William Manthey

Village Trustee Timothy Bryant

Village Trustee Jeffrey Congilio

Mayor Mike swore in the following new appointment:

Village Clerk/Treasurer Lisa Torcello

Mayor Mike Appointed Trustee Rawleigh as his Deputy Mayor

**RESOLUTION # 44.21**

**APPROVAL OF APPOINTMENT ORGANIZATION CHART & BOARDS**

On a motion from Trustee Rawleigh second by Trustee Coniglio

the following resolution was

**ADOPTED** Ayes 5 Rawleigh, Mike, Coniglio, Manthey, Bryant

|  |  |
| --- | --- |
| **LIAISON APPOINMENTS AND DESIGNATIONS** | |
| Deputy Mayor | Joe Rawleigh |
| Advisors to the Mayor |  |
| Clerk / Treasurer | Lisa Torcello |
| Deputy Clerk / Treasurer | Kelly Bacon |
| Front Office Assistants | Kelly Bacon |
| Town of Mount Morris Representative | Trustee Jeff Coniglio |
| Fire District Representative | Trustee Tim Bryant |
| Street Department DPW | Trustee Tim Bryant |
| Water / Sewer Departments | Trustee Bill Manthey |
| Code Enforcement | Trustee Tim Bryant |
| Planning & Zoning Boards | Trustee Bill Manthey |
| Police Department | Trustee Joe Rawleigh |
| Village Justice Court | Trustee Tim Bryant |
| Recreation Department | Trustee Jeff Coniglio |
| Mount Morris Central School | Trustee Bill Manthey |
| Buildings and Grounds | Trustee Jeff Coniglio |
| Finance | Mayor Joel Mike |
| Tax Collector | Lisa Torcello |
| Clerk Treasurer Office | Mayor Joel Mike |
| Intergov’t Operation | Trustee Bill Manthey |
| Alternate to intergov’t Operation | Trustee Jeff Coniglio |
| Civic Organizations | Trustee Jeff Coniglio |
| Military & Civil affairs | Trustee Tim Bryant |
| Marketing & Economic Development | Trustee Bill Manthey |
| Village Website | Trustee Bill Manthey |
| M/WBE Minority and Women-owned Business Enterprises |  |
| Registrar of Vital Statistics | Lisa Torcello |
| Deputy Registrar Vital Statistics | Kelly Bacon |
| Fair Housing Officer | Trustee Tim Bryant/ Trustee Jeff Coniglio |
| Village Historian | Nick Loverde |
| Official Depository (primary custodial bank) | Five Star Bank |
| Official Depository (investments) | Community Bank, 5 Star Bank, JP Morgan |
| Official Newspaper | Livingston County News |
|  |  |
|  |  |
|  |  |
| **VILLAGE COURT** | |
| Village Justice | Honorable David Provo |
| Acting Justice | Honorable Robert Ossont |
| Court Clerk | Laurie Button |
| **ORGANIZATIONS** | |
|  |  |
|  |  |
|  |  |
| Mt. Morris Partners for Progress | Trustee Bill Manthey |
| Representative to Silver Lake Watershed (SLWC) | Trustee Bill Manthey |
| Alternated to Silver Lake Watershed | Superintendent Public Works Chris Young |
| Livingston County Planning Board Village Representative | Kevin Fahey 3 Year term starting 1/1/2019 |
| **PROFESSIONAL SERVICES OR SERVICE PROVIDERS** | |
| Village Attorney |  |
| Village Labor Relations Attorney | Osborn Reed & Burke, LLP |
| Bonding Counsel | Orrick, Herrington & Sutcliffe LLP |
| Financial Consultant | Fiscal Advisors & Marketing Inc. |
| Engineering Firm | MRB Group |
| System Controls Engineering Firm | Plant-IQ |
| Accounting and payroll services | LaDelfa Schoder & Walker PC |
| Insurance provider | Long Agency, Inc. |
| Information Technology Provider | Hurricane Technologies |
| **SCHEDULED MEETINGS** | |
| Village Board Meeting (each month) | Third Monday of each month, 6 P.M. Mount Morris Village Hall, Zoom or other venue |
| Village Zoning Board of Appeals (meet as needed) | Mount Morris Town Hall |
| Town/Village Joint Planning Board (each month) | Second Wednesday of each month, 6:30 P.M. Mount Morris Town Hall |
| Silver Lake Watershed (Meet every 3 months) | Third Thursday every 3 months, 7:30 P.M. Village of Perry Village Hall |
| Livingston County Planning Board | Second Thursday of each month, 7:00 P.M. Livingston County Government Center |

|  |  |  |
| --- | --- | --- |
| **ZONING BOARD OF APPEALS** |  |  |
| **NAME** | **TERM EXPIRES** |  |
| 1. Chuck Cottone - Chairman | 12/31/2021 |  |
| 2. Chad Woodworth | 12/31/2020 |  |
|  |  |  |
|  |  |  |
| 5. Kevin Fahey | 12/31/2023 |  |
| 5 year terms |  |  |
|  |  |  |
|  |  |  |
| **PLANNING BOARD** |  |  |
| **NAME** | **TERM EXPIRES** |  |
| 1. Joel Clester | 12/31/2023 |  |
| 2. Steve Szopkinski | 12/31/2021 |  |
| 3. Larry Woodworth | 12/31/2022 |  |
| 4. Nicole Davis | 12/31/2024 |  |
| 5. Jim Patrick | 12/31/2025 |  |
|  | alternate |  |
| 5 year terms |  |  |
|  |  |  |
|  |  |  |
| **BOARD OF ETHICS COMMITTEE:** |  |  |
|  |  |  |
| 2. Laurie Howe |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **LOAN REVIEW COMMITTEE:** |  |  |
| 1. Mary Ann Dalymple | 3. Ann Hunt |  |
| 2. Guy Brickwood |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **WORKPLACE VIOLENCE COMMITTEE:** |  |  |
| 1. Joel Mike | Mayor |  |
| 2. Dan Willett | Local 200 United Union |  |
| 3. Mark Brado | NY State Law Enforcement Officer Union Council 82 |  |
| 4. Lisa Torcello | Non- Union |  |
|  |  |  |
| **RECREACTION COMMITTEE:** |  |  |
| Chairperson Melissa Huffman |  | 3 years |
| 2. Terry Soto | 03/31/20 | 3 years |
| 3. Vice Chairperson | 03/31/21 | 3 years |
| 4. Peter Privitera | 03/31/20 | 2 years |
| 5. Amy Yencer | 03/31/20 | 2 year |
| 6. Rachael O'Grady | 03/31/20 | 2 year |
| 7. Secretary Casandra Rawleigh | 03/31/21 | 1 year |
| Robert Privitera | alternate | alternate |
| Annie Phillips | alternate | alternate |

**RESOLUTION # 45.21**

**APPROVAL OF Meeting Dates**

On a motion from Trustee Rawleigh second by Trustee Coniglio the following resolution was

**ADOPTED** Ayes 5 Rawleigh, Mike, Coniglio, Manthey, Bryant

Resolved to approve the 2021-2022 Meeting Date & Time:

1. June 21, 2021
2. July 19, 2021
3. August 16, 2021
4. September 20, 2021
5. October 18, 2021
6. November 15, 2021
7. December 20, 2021
8. January 17, 2022
9. February 21, 2022
10. March 21, 2022
11. April 18, 2022
12. May 16, 2022

Meeting dates are subject to change and by Board resolution.

**RESOLUTION # 46.21**

**APPROVAL OF POLICES:**

On a motion from Trustee Bryant second by Trustee Coniglio the following resolution was

**ADOPTED** Ayes 5 Rawleigh, Mike, Coniglio, Manthey, Bryant

Resolved to approve the following policies:

1. Employee Handbook
2. Accident reporting & investigation
3. Cell phone
4. Code of Ethics for Purchase Agents
5. Credit Cards
6. Criteria for Auditing Claims
7. Domestic Partnership
8. Drug Free
9. Electric Partnership
10. Fund Balance Policy
11. Internet Use Policy
12. Investment Policy and Guidelines
13. Media Relations Policy
14. MWBE Resolution Policy
15. Purchase Procedure
16. Sexual harassment
17. Smoke Free Workplace
18. Social Media
19. Travel, Lodging and Meal
20. Vehicle Use
21. Whistle Blower
22. Workplace Violence Policy
23. Public Health Emergency
24. IRS Section 125 Plan
25. Chang in Employee information

**RESOLUTION # 47.21**

**APPROVAL OF ESTABLISHED WORKDAYS**

On a motion from Trustee Rawleigh second by Trustee Bryant the following resolution was

**ADOPTED** Ayes 5 Rawleigh, Mike, Coniglio, Manthey, Bryant

Resolved to the approve the following resolution:

That the Village of Mount Morris, location code 40038, hereby establishes the following as standard workdays for its elected and appointed officials and will report days worked to New York State and Local Employees’ Retirement System based on the record of activities maintained and submitted by these officials to the Clerk of this body:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title** | **Name** | **Std Work Day** | **Last 4 of Social** | **Term** | **Not Submitted** |
| Mayor | Mike |  |  | 04/25 |  |
| Trustee | Manthey |  |  | 04/25 |  |
| Trustee | Coniglio |  |  | 04/23 |  |
| Trustee |  |  |  | 04/23 |  |
| Trustee | Bryant |  |  | 04/25 |  |
| Trustee | Rawleigh |  |  | 04/23 |  |
| Attorney |  |  |  |  |  |
| Clerk to Village Justice | Button | 7.5 |  | 04/2 |  |
| Clerk/Treasurer | Torcello | 7.5 |  | 04/2 |  |
|  |  |  |  | 04/22 |  |
|  |  |  |  |  |  |

**RESOLUTION # 48.21**

**APPROVAL OF WATER AND SEWER FEE SCDEDULE**

On a motion from Trustee Rawleigh second Trustee Coniglio by the following resolution was

**ADOPTED** Ayes 5 Rawleigh, Mike, Coniglio, Manthey, Bryant

Resolved to the approve the following fee schedules:

See Attached:

**RESOLUTION # 49.21**

**APPROVAL OF MISCELLEOUS SCDEDULE**

On a motion from Trustee Rawleigh second Trustee Coniglio by the following resolution was

**ADOPTED** Ayes 5 Rawleigh, Mike, Coniglio, Manthey, Bryant

Resolved to the approve the following fee schedules:

See Attached:

**RESOLUTION # 50.21**

**APPROVAL OF ADVANCE APPROVAL OF CLAIMS**

On a motion from Trustee Manthey second by Trustee Rawleigh the following resolution was

**ADOPTED** Ayes 5 Rawleigh, Mike, Coniglio, Manthey, Bryant

Resolved to the approve the following resolution:

Pursuant to Village Law § 5-524(6), the board of trustees may, by resolution, authorize claims for public utility services, postage, freight and express charges to be paid in advance of an audit of claims. An appropriate resolution authorizing advance payment of claims follows:

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:

**RESOLUTION # 51.21**

**APPROVAL OF PLANNING AND ZONING TRAINING HOURS**

On a motion from Trustee Manthey second Trustee Rawleigh by the following resolution was

**ADOPTED** Ayes 5 Rawleigh, Mike, Coniglio, Manthey, Bryant

Resolved to the approve the following resolution:

WHEREAS, Chapter 662 of the Laws of New York, 2006 was passed by the NYS Legislature in 2006, signed by the Governor on September 13, 2006, and went into effect on January 1, 2007; and

WHEREAS, each member of a planning board and zoning board of appeals is required to complete, at a minimum, four hours of training each year designed to enable such members to more effectively carry out their duties; and

WHEREAS, the Village Board has the responsibility to set the official policy for Planning Board and Zoning Board of Appeals member training requirements; now therefore be it

RESOLVED, that each member or alternate member of the Planning Board and Zoning Board of Appeals is hereby required to complete four hours of training in a calendar year; and be it further

RESOLVED, that if a Planning Board or Zoning Board of Appeals member accrues more than four hours of training during a calendar year, the hours in excess of four hours will be credited to the following years; and be it further

RESOLVED, that approved training options include, but are not limited to, Genesee/Finger Lakes Regional Planning Council Local Government Workshops, Livingston County Planning Department Staff training, New York State agency planning workshops and courses, State municipal association conferences and/or training sessions, training sessions conducted by counties other than Livingston County, training sessions conducted by municipalities, American Planning Association training sessions and/or conferences, and college or university planning training sessions, and other training approved by the Mayor; and be it further

RESOLVED, that the training format can include, but is not limited to electronic media, video, distance learning, and traditional classroom training; and be it further

RESOLVED, that the Planning Board Secretary shall keep records of Planning Board and Zoning Board of Appeals member annual training hours; and be it further

RESOLVED, that all training certificates or other documentation of training must be submitted to the Planning Board Secretary, who will in turn submit them to the municipal clerks, who are responsible for forwarding to the Livingston County Planning Department annually

**RESOLUTION # 52.21**

**APPROVAL OF GUIDELINES FOR PUBLIC COMMENT**

On a motion from Trustee Rawleigh second Trustee Manthey by the following resolution was

**ADOPTED** Ayes 5 Rawleigh, Mike, Coniglio, Manthey, Bryant

Resolved to the approve the following resolution:

The public may speak during the Monthly Board Meeting’s Public Comment period and when the Mayor allows.

Speakers must be recognized by the presiding officer, and must give their name, address and organization, if any.

Speakers must limit their remarks to three minutes on a given topic and may not yield any remaining time they may have to another speaker.

Board Members may, with the permission of the presiding officer, interrupt a speaker during their remarks, but only for the purpose of clarification or information.

All remarks must be addressed to the Village Board as a body and not to individual Board Members.

Interested parties or their representatives may address the Village Board by written communications.

Members of the Village Board, speakers and audience members must observe the commonly accepted rules of courtesy, decorum, dignity and good taste. Any statements made during a meeting or during a public hearing by the Members of the Board, other Village officials, employees, or members of the general public shall not involve personal, impertinent, or defamatory attacks on individuals, regardless of whether the individual so attacked is an elected official, Village official, employee, or a member of the general public

**RESOLUTION #53.21**

**APPROVAL OF MILEAGE ALLOWANCE**

On a motion from Trustee Rawleigh second Trustee Manthey by the following resolution was

**ADOPTED** Ayes 5 Rawleigh, Mike, Coniglio, Manthey, Bryant

Resolved to the approve the following resolution:

Pursuant to Village Law § 5-524(7), the actual and necessary expenses the officers and employees incur in performing their official duties are a village charge. However, the board of trustees may, in lieu of auditing and allowing a claim for actual and necessary expenses for travel, determine to pay a reasonable mileage allowance for use of personal automobiles in performing official duties. An appropriate resolution authorizing a mileage allowance follows:

**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 New York State rate.

Section 2. That this resolution is effective immediately

**RESOLUTION #54.21**

**APPROVAL OF CHANGE OF STREET DEPARTMENT HOURS**

On a motion from Trustee Rawleigh second Trustee Bryant by the following resolution was

**ADOPTED** Ayes 5 Rawleigh, Mike, Coniglio, Manthey, Bryant

Resolved to approve that the Street Department go on their summer hours starting April 5, 2021 with the hours being 6:00 AM- 4:30 PM per their contract.

With no further business on a motion from Trustee Bryant and second by Trustee Rawleigh, the meeting was adjourned.

Lisa J Torcello