

**VILLAGE OF MOUNT MORRIS  
ORGANIZATIONAL MEETING  
APRIL 1, 2024**

The Organization Board Meeting of the Village Board of the Village of Mount Morris, County of Livingston and the State of New York on April 1,2024, and held at the Village Hall 117 Main Street at 6:00 PM.

**PRESENT:**

Joel Mike	Mayor
Kelly Richardson	Trustee
William Manthey	Trustee
Beth Shea	Trustee
Tim Bryant	Trustee
Lisa Torcello	Clerk/Treasurer

**ALSO PRESENT:** Amanda Coniglio, David DiPasquale, Dave DiSalvo, Joanna Schrier, Mark Torcello.

Mayor Mike called the meeting to order and led in the Pledge of Allegiance  
Mayor Mike stated this was the annual organization meeting.

**RESOLUTION #29.24**

**APPROVAL OF ORANIZATIONAL CHART**

On a motion from Trustee Richardson second by Trustee Shea the following resolution was

**ADOPTED** Ayes 5 Mike, Richardson, Manthey, Shea, Byrant

Resolved to approve the organization chart:

<b>LIAISON APPOINMENTS AND DESIGNATIONS</b>	
Deputy Mayor	Bill Manthey
Clerk / Treasurer	Lisa Torcello
Department of Public Works (Streets, Water, Sewer)	Trustee Tim Bryant
Code Enforcement	Trustee Bill Manthey
Planning & Zoning Boards	Trustee Bill Manthey
Police Department/ Public Safety	Mayor Joel Mike
Grant procurement	Trustee Beth Shea and Trustee Kelly Richardson
Recreation	Trustee Beth Shea
Mount Morris Central School representative	Trustee Kelly Richardson
Buildings and Grounds	Full Board

Finance	Full Board
Tax Collector	Lisa Torcello
Village Office/Administration	Mayor Joel Mike
Intergov't Operation	Trustee Bill Manthey
Alternate to intergov't Operation	Trustee Beth Shea
Civic Organizations	Trustee Kelly Richardson
Military & Civil affairs	Mayor Joel Mike
Marketing & Economic Development	Mayor Joel Mike
Village Website administration	Full Board
M/WBE Minority and Women-owned Business Enterprises	Trustee Kelly Richardson
Registrar of Vital Statistics	Lisa Torcello
Fair Housing Officer	Trustee Beth Shea
Village Historian	Francine Loverde
Official Depository (primary custodial bank)	Five Star Bank
Official Depository (investments)	Community Bank, 5 Star Bank, JP Morgan
Official Newspaper	Livingston County News
Recreation Director	
Village Attorney	Dimateo and Rouch

**VILLAGE COURT**

Village Justice	Honorable Charlene Finnigan
Associate Justice	Honorable Robert Ossont
Court Clerk	Laurie Button
Mt. Morris Partners for Progress	Trustee Beth Shea
Representative to Silver Lake Watershed (SLWC)	Chris Young
Alternated to Silver Lake Watershed	Superintendent Public Works Chris Young
Livingston County Planning Board Village Representative	Kevin Fahey 3 Year term starting 1/1/2021

**PROFESSIONAL SERVICES OR SERVICE PROVIDERS**

Village Attorney	DiMatteo and Roach
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)	Third 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

**RESOLUTION #30.24**

**APPROVAL OF BOARDS**

On a motion from Trustee Richardson second by Trustee Shea the following resolution was

**ADOPTED** Ayes 5 Mike, Richardson, Manthey, Shea, Byrant

Resolved to approve the boards/committee's:

<b>JOINT ZONING BOARD OF APPEALS</b>	
<b>NAME</b>	<b>TERM EXPIRES</b>
1. Kevin Fahey- Chairman	
2. Lauren Berger	
3. Chad Woodworth	
4. Shawn Forrester	
5. Amy Ceronie	

5 year terms

<b>JOINT PLANNING BOARD</b>	
<b>NAME</b>	<b>TERM EXPIRES</b>
1. Jim Patrick-Chairman	
2. Joel Clester	
3. Phil race	
4. Larry Woodworth	

5 year terms

<b>BOARD OF ETHICS COMMITTEE:</b>	
Luren Burger	
Joeseeph Rawleigh	
<b>LOAN REVIEW COMMITTEE:</b>	
Ann Hunt	Trustee Beth Shea
Jon Ladelfa	
<b>WORKPLACE VIOLENCE COMMITTEE:</b>	
1. Joel Mike	Mayor
2. Dan Willett	Local 200 United Union
3. Melody Gates	Sergeant, MMPD, Council 82
4. Laurie Button	Non- Union

**RESOLUTION #31.24**

**APPROVAL OF MEETING DATES**

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

**ADOPTED** Ayes 5 Mike, Richardson, Manthey, Shea, Byrant

Resolved to approve the 2024-2025 Meeting Date & Time:

- A. April 15, 2024
- B. May 20, 2024
- C. June 17, 2024
- D. July 15, 2024
- E. August 19, 2024
- F. September 16, 2024
- G. October 21, 2024
- H. November 18, 2024
- I. December 16, 2024
- J. January 20, 2025
- K. February 17, 2025
- L. March 17, 2025

Meeting dates are subject to change and by Board resolution.

**RESOLUTION # 32.24**

## **APPROVAL OF POLICES:**

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

**ADOPTED** Ayes 5 Mike, Richardson, Manthey, Shea, Byrant

Resolved to approve the following policies:

1. Employee Handbook
2. Accident reporting & investigation.
3. Acceptable internet use policy
4. Attorney Engagement Policy
5. Change in personal information.
6. Cell phone
7. Code of Ethics for Purchase Agents
8. Code of Conduct
9. Credit Cards
10. Criteria for Auditing Claims
11. Domestic Partnership
12. Drug Free
13. Electric Partnership
14. Fund Balance Policy
15. Internet & Email Use Policy
16. IRC Section 125 Premium only Plan
17. Investment Policy and Guidelines
  
18. Media Relations Policy
19. MWBE Resolution Policy
20. Mount Morris Public Health Emergency
21. Municipal Officials and Employees
22. Purchase Procedure
23. Purchase agent code of ethics policy.
24. Sexual harassment
25. Special Meeting
26. Smoke Free Workplace
27. Social Media
28. Travel, Lodging and Meal
29. Vehicle Use
30. Waiving residence required
31. Whistle Blower
32. Workplace Violence Policy

**RESOLUTION # 33.24**

**APPROVAL OF RETIREMENT RESOLUTION**

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

**ADOPTED** 5 Ayes Mike, Richardson, Manthey, Shea, Bryant

<b>Title</b>	<b>Standard Workday (Hrs./day)</b>
Laborer	8.00
Police Officer-Full Time	8.00
Police Officer- Part Time	8.00
Public Work Superintendent	8.00
Water Treatment Plant operator	8.00
Wastewater Treatment Plant Operator	8.00
Water/Wastewater Treatment Plant Operator	8.00
Automotive Mechanic	8.00
Motor Operator	8.00
Recreation Aid	6.00
Cleaner	6.00
Sergeant	8.00
Code Officer-Full Time	8.00
Acting Police Justice	6.00
Recreation Director	6.00
Chief of Police-Full Time	8.00
Assistant Dog Control Officer	6.00
Clerk P/T	7.50
Janitor	6.00
Senior Water & Sewer Treatment Plant Operator	8.00
Typist P/T	7.50
Village Clerk	7.50
Village Treasurer	7.50
Water Treatment Plant Operator	8.00
Working Foreperson	8.00
Zoning Inspector	8.00
Zoning Officer	8.00

**RESOLUTION #34.24**

**APPROVAL OF ADVANCE CLAIMS**

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

**ADOPTED** 5 Ayes Mike, Richardson, Manthey, Shea, 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 # 35.24**

**APPROVAL OF PLANNING AND ZONING TRAINING HOURS**

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

**ADOPTED** 5 Ayes Mike, Richardson, Manthey, Shea, 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 # 36.24**

### **APPROVAL OF GUIDELINES FOR PUBLIC COMMENT**

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

**ADOPTED** 5 Ayes Mike, Richardson, Manthey, Shea, 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 # 37.24**

**APPROVAL OF MILEAGE ALLOWANCE**

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

**ADOPTED** 5 Ayes Mike, Richardson, Manthey, Shea, 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

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

Currently the New York State mileage as of January 1, 2024 is .67 per mile.

David DiPasquale addressed the board regarding the motion that they passed on public comment and that he hoped that this board would like the public to speak and listen to them.

#### **RESOLUTION 38.24**

##### **APPROVAL OF EXECUTIVE SESSION**

On a motion from Trustee Manthey second by Trustee Richardson the following resolution was. Resolved to go into executive session for the purposes of personnel and Litigation.

**ADOPTED** Ayes 5 Manthey, Richardson, Shea, Mike, Bryant

#### **RESOLUTION 39.24**

##### **APPROVAL OF EXECUTIVE SESSION**

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

**ADOPTED** Ayes 5 Manthey, Richardson, Shea, Mike, Bryant

Resolved to come out of executive session.

No additional business transacted.

With no further business motion by Trustee Byrant second by Trustee Shea to adjourn.

Lisa J Torcello

Clerk/Treasurer- took minutes in open session.

Mayor Mike- took minutes during executive session.