

**VILLAGE OF MOUNT MORRIS
ORGANIZATIONAL MEETING
APRIL 3, 2023**

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 3, 2023, and held at the Village Hall 117 Main Street at 5:30 PM.

PRESENT:

| | |
|------------------|-----------------------------|
| Joel Mike | Mayor |
| Kelly Richardson | Newly Elected Trustee |
| William Manthey | Trustee |
| Tim Bryant | Trustee |
| Lisa Torcello | |
| Chris Young | Public Works Superintendent |

ALSO PRESENT: Jeff, Amanda & Brooklyn Coniglio, Laurie Button, David Dipasquale, Cathy Gehrig, Robert Ossont, Ann Hunt, Jane Odell, Mark Torcello, Nick & Francine Loverdi, Terri Soto, Jen Young, Kelly & Josh Bacon, Tim & Charlene Finnigan, Donald & Shenita Palma & Mark Torcello.

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

Mayor Mike swore in the following new appointments:

Acting Village Judge Robert Ossont
Village Judge Charlene Finnegan- four-year appointment
Village Trustee Beth Shea- four-year appointment
Village Trustee Kelly Richardson- four-year appointment

RESOLUTION # 47.23

APPROVAL OF ORGANIZATIONAL CHART

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

ADOPTED Ayes 4 Mike, Richardson, Manthey, Shea
Nay 1 Bryant

Deputy Mayor

LIAISON APPOINTMENTS AND DESIGNATIONS

Trustee Bill Manthey

Advisors to the Mayor

Joe Rawleigh, Jim Murray, Geoff Pagano,
Guy Brickwood

Clerk / Treasurer

Held over

Deputy Clerk / Treasurer

Held over

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

Held Over

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

Trustee Beth Shea

M/WBE Minority and Women-owned Business

Trustee Kelly Richardson

Enterprises

Held over

Registrar of Vital Statistics

Held over

Deputy Registrar Vital Statistics

Held over

Fair Housing Officer

Mayor Joel Mike

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

Recreation Director

TBA

Village Attorney

Dimateo and Rouch

VILLAGE COURT

Village Justice

Honorable Charlene Finnegan

Associate Justice

Honorable Robert Ossont

Court Clerk

Laurie Button

Mt. Morris Partners for Progress
 Representative to Silver Lake Watershed (SLWC)
 Alternated to Silver Lake Watershed
 Livingston County Planning Board Village Representative

Mayor Joel Mike
 Chris Young
 Superintendent Public Works Chris Young
 Kevin Fahey 3 Year term starting 1/1/2021

PROFESSIONAL SERVICES OR SERVICE PROVIDERS

Village Attorney
 Village Labor Relations Attorney
 Bonding Counsel
 Financial Consultant
 Engineering Firm
 System Controls Engineering Firm
 Accounting and payroll services
 Insurance provider
 Information Technology Provider

DiMatteo and Roach
 Osborn Reed & Burke, LLP
 Orrick, Herrington & Sutcliffe LLP
 Fiscal Advisors & Marketing Inc.
 MRB Group
 Plant-IQ
 LaDelfa Schoder & Walker PC
 Long Agency, Inc.
 Hurricane Technologies

SCHEDULED MEETINGS

Village Board Meeting (each month)
 Village Zoning Board of Appeals (meet as needed)
 Town/Village Joint Planning Board (each month)
 Silver Lake Watershed (Meet every 3 months)
 Livingston County Planning Board

Third Monday of each month, 6 P.M.
 Mount Morris Village Hall, Zoom or other venue
 Mount Morris Town Hall
 Third Wednesday of each month, 6:30 P.M.
 Mount Morris Town Hall
 Third Thursday every 3 months, 7:30 P.M.
 Village of Perry Village Hall
 Second Thursday of each month, 7:00 P.M.
 Livingston County Government Center

| ZONING BOARD OF APPEALS | |
|--------------------------------|---------------------|
| NAME | TERM EXPIRES |
| 1. Chuck Cottone - Chairman | 12/31/2025 |
| 2. Chad Woodworth | 12/31/2024 |
| | |
| | |
| 5. Kevin Fahey | 12/31/2023 |

5 year terms

| JOINT PLANNING BOARD-Village | |
|-------------------------------------|---------------------|
| NAME | TERM EXPIRES |
| 1. Joel Clester | 12/31/2023 |

| | |
|---------------------|------------|
| 2. Steve Szopkinski | 12/31/2021 |
| 3. Larry Woodworth | 12/31/2022 |
| 4 | 12/31/2024 |
| 5. Jim Patrick | 12/31/2025 |
| Phill Race | alternate |

5 year terms

| | |
|-----------------------------------|--------------|
| BOARD OF ETHICS COMMITTEE: | |
| Luren Burger | Melody Gates |
| Joeseeph Rawleigh | |

| | |
|-------------------------------|--------------|
| LOAN REVIEW COMMITTEE: | |
| Ann Hunt | Bill Manthey |
| Jon Ladelfa | |

| | |
|--------------------------------------|----------------------------|
| WORKPLACE VIOLENCE COMMITTEE: | |
| 1. Joel Mike | Mayor |
| 2. Dan Willett | Local 200 United Union |
| 3. Melody Gates | Sergeant, MMPD, Council 82 |
| 4. Laurie Button | Non- Union |

| | |
|-------------------------------------|--|
| RECREATION COMMITTEE: | |
| Chair Melissa Huffman | NOTE-Will no longer be part of VOMM |
| 2. Terry Soto | 03/31/22 |
| 3. Vice Chairperson Peter Privitera | 3/31.22 |
| 4. Geoff Pagano | 03/31/23 |
| 5. Amy Yencer | 03/31/20 |
| 6. Rachael O'Grady | 03/31/20 |
| 7. Secretary Casandra Rawleigh | 03/31/21 |
| Robert Privitera | alternate |
| Annie Phillips | alternate |

RESOLUTION # 48.23

APPROVAL OF Meeting Dates

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

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

Resolved to approve the 2023-2024 Meeting Date & Time:

- A. April 17, 2023
- B. May 15, 2023
- C. June 19, 2023
- D. July 17, 2023
- E. August 21, 2023
- F. September 18, 2023
- G. October 16, 2023
- H. November 20, 2023
- I. December 18, 2023
- J. January 15, 2024
- K. February 19, 2024
- L. March 18, 2024

Meeting dates are subject to change and by Board resolution.

RESOLUTION # 49.23

APPROVAL OF POLICES:

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

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

Resolved to approve the following policies:

- A. Employee Handbook
- B. Accident reporting & investigation
- C. Cell phone
- D. Code of Ethics for Purchase Agents
- E. Credit Cards
- F. Criteria for Auditing Claims
- G. Domestic Partnership
- H. Drug Free
- I. Electric Partnership

- J. Fund Balance Policy
- K. Internet Use Policy
- L. Investment Policy and Guidelines

- M. Media Relations Policy
- N. MWBE Resolution Policy
- O. Purchase Procedure
- P. Sexual harassment
- Q. Smoke Free Workplace
- R. Social Media
- S. Travel, Lodging and Meal
- T. Vehicle Use
- U. Whistle Blower
- V. Workplace Violence Policy
- W. Public Health Emergency
- X. IRS Section 125 Plan
- Y. Chang in Employee information

RESOLUTION # 50.23

APPROVAL OF RETIREMENT RESOLUTION

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

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

That the Village of Mount Morris, location code 40038, hereby establishes the following as standard workdays for its employees 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 | Standard Work Day (Hrs./day) |
|---|-------------------------------------|
| 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 |

RESOLUTION # 51.23

APPROVAL OF WATER AND SEWER FEE SCDEEDULE

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 fee schedules:

See Attached:

RESOLUTION #52.23

APPROVAL OF MISCELLEOUS SCDEEDULE

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 fee schedules:

See Attached:

RESOLUTION # 53.23

APPROVAL OF ADVANCE CLAIMS

On a motion from Trustee Manthley second by Trustee Shea 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 # 54.23

APPROVAL OF PLANNING AND ZONING TRAINING HOURS

On a motion from Trustee Manthley second Trustee Shea 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 # 55.23

APPROVAL OF GUIDELINES FOR PUBLIC COMMENT

On a motion from Trustee Manthley second Trustee Shea 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 # 56.23

APPROVAL OF MILEAGE ALLOWANCE

On a motion from Trustee Bryant second Trustee Manthely 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

Mr. David DiPasaqule asked two question to Mayor Mike.

I made the motion to go into executive, I believe Tim seconded it, for the purposes of contracts and personel.

Motion by Bill to come out, 2nd by Tim, then a motion to adjourn.

RESOLUTION #57.23

APPROVAL OF EXECUTIVE SESSION

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

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

Resolved to go into executive session to discuss the medical, financial credit or employment history of a person or corporation, or matters leading to the appointment, promotion, demotion, discipline, suspension, dismissal or removal of a person or corporation.

RESOLUTION #58.23

APPROVAL OF EXECUTIVE SESSION

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

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

Motion to adjourn
Lisa J Torcello
Village Clerk