

**VILLAGE OF MOUNT MORRIS
SPECIAL MEETING
April 4, 2022, 6:00 PM**

The special 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 4th day of April 2022.

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: Penny, Chris, Dan Bowlds, Jennifer Young, Laurie Button, Brianne Rawleigh, Amanda Coniglio, Cathie Gehrig, Ann Hunt

Mayor Mike called the meeting to order and welcomed everyone.

Mayor Mike opened the Public Hearing for the 2022-2023 Village Budget.

The mayor Mike opened it up to public comments.

Mrs. Cathie Gehrig spoke to the board regarding her concerns.

RESOLUTION # 48.22

APPROVAL OF APPOINTMENT ORGANIZATION CHART & BOARDS

On a motion from Trustee Bryant second by Trustee Rawleigh

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

Resolved to adopt the organization chart and boards:

Deputy Mayor	Joe Rawleigh
Advisors to the Mayor	
Clerk / Treasurer	Lisa Torcello
Deputy Clerk / Treasurer	Kelly Bacon

Town of Mount Morris Representative	Trustee Jeff Coniglio
Fire District Representative	Trustee Tim Bryant
Street Department DPW	Trustee Jeff Coniglio/Trustee Tim Bryant
Water / Sewer Departments	Trustee Jeff Coniglio/Trustee Tim Bryant
Code Enforcement	Trustee Bill Manthey
Planning & Zoning Boards	Trustee Bill Manthey
Police Department/ Public Safety	Deputy Mayor Joe Rawleigh
Village Justice Court	Deputy Mayor Joe Rawleigh
Recreation Department	Trustee Tim Bryant
Mount Morris Central School	Trustee Bill Manthey
Buildings and Grounds	Full Board
Finance	Full Board
Tax Collector	Lisa Torcello
Clerk Treasurer Office	
Intergov't Operation	Trustee Bill Manthey
Alternate to intergov't Operation	Trustee Tim Bryant
Civic Organizations	Trustee Tim Bryant
Military & Civil affairs	Trustee Tim Bryant
Marketing & Economic Development	Full Board
Village Website	Full Board
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
Recreation Director	
Village Attorney	

VILLAGE COURT

Honorable David Provo
Honorable Robert Ossont
Laurie Button

ORGANIZATIONS

Recreation Director	
Letchworth Gateway Villages	
Letchworth Gateway Villages Director	Nicole Manapol

Letchworth Gateway Villages Community Representative	Partners for Progress William D'Angelo/Greg Bur
Mt. Morris Partners for Progress	Trustee Bill Manthey
Representative to Silver Lake Watershed (SLWC)	Trustees Jeff Coniglio, Tim Bryant
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)	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 # 49.22

APPROVAL OF Meeting Dates

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

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

Resolved to approve the 2022-2023 Meeting Date & Time:

- A. June 20, 2022
- B. July 18, 2022
- C. August 15, 2022
- D. September 19, 2022
- E. October 17, 2022
- F. November 21, 2022

- G. December 19, 2022
- H. January 16, 2023
- I. February 20, 2023
- J. March 20, 2023
- K. April 17, 2023
- L. May 15, 2023

Meeting dates are subject to change and have a Board resolution.

RESOLUTION # 50.11

APPROVAL OF POLICES:

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

ADOPTED Ayes 5 Rawleigh, Mike, Coniglio, Manthey, 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

Z. Code of Conduct

RESOLUTION # 51.22

APPROVAL OF ESTABLISHED WORKDAYS

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

ADOPTED Ayes 5 Rawleigh, Mike, Coniglio, Manthey, 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 Workday (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 # 52.22

APPROVAL OF ESTABLISHED WORKDAYS

On a motion from Mayor Mike second by Trustee Coniglio 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	Bryant			04/25	
Trustee	Rawleigh			04/23	
Attorney					
Clerk to Village Justice	Button	7.5		04/2	
Clerk/Treasurer	Torcello	7.5		04/2	

RESOLUTION # 53.22

APPROVAL OF WATER AND SEWER FEE SCDEDULE

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 fee schedules:

See Attached:

RESOLUTION # 54.22

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 # 55.22

APPROVAL OF PLANNING AND ZONING TRAINING HOURS

On a motion from Mayor Mike 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 the 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 #56.22

APPROVAL OF GUIDELINES FOR PUBLIC COMMENT

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 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 #57.22

APPROVAL OF MILEAGE ALLOWANCE

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 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 #58.22

APPROVAL OF CLOSE PUBLIC HEARING

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

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

Resolved to approve to close the Public Hearing for the 2022-2023 budget.

RESOLUTION #59.22

APPROVAL OF ADJUSTMENT TO 2022-2023 TENTATIVE BUDGET

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

ADOPTED Ayes 4 Rawleigh, Mike, Manthey, Bryant
Nay 1 Coniglio

Resolved to make the following changes to the 2022-2023 Village Budget
Increase A3120.1 Police Service \$6000.00 and Increase fund balance \$6000.00

RESOLUTION #60.22

APPROVAL OF 2022-2023 GENERAL A BUDGET

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

ADOPTED Ayes 3 Rawleigh, Mike, Manthey,
Nay 2 Coniglio, Bryant

Resolved to approve the 2022-2023 Village General Budget with a tax rate of \$14.73 with a tax levy of \$1,367,390 and \$66,000 coming from fund balance and with all the amendments being made.

RESOLUTION # 61.22

APPROVAL OF EXECUTIVE SESSION

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

ADOPTED Ayes 5 Mike, Manthey, Rawleigh, Coniglio, 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 #62.22

APPROVAL OF EXECUTIVE SESSION

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

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

Resolved to come out of executive session

With no further business on a motion from Trustee Rawleigh and second by Trustee Bryant to adjourn.

Lisa J Torcello
Clerk/Treasurer