

**ANNUAL MEETING HELD BY
THE VILLAGE BOARD OF TRUSTEES ON
APRIL 2, 2018 AT THE VILLAGE HALL**

PRESENT: John P. Curtin, Mayor See List
Sara N. Tallman, Trustee
Kevin F. O’Hara, Trustee

ABSENT: None

Pledge of Allegiance.

Mayor Curtin called the meeting to order at 7:00 p.m.

The Village Clerk read the official notice and entered the notice into the minutes.

DEPUTY MAYOR:

Mayor Curtin announced that the appointment of Deputy Mayor does not require Board approval, and is the sole prerogative of the Mayor. Mayor Curtin appointed Trustee Sara N. Tallman to serve as Deputy Mayor of the Village of Marcellus. In the Mayor’s absence or inability to serve, the Deputy Mayor is vested with all of the powers of the Mayor.

**DATE & TIME OF
REGULAR BOARD**

MEETINGS: Trustee Tallman made a motion to set the date and time of the regular Board Meeting for the 4th Monday of each month, at 7:00 p.m., in the Village Hall and for Board Workshop Meetings to be held on the Thursday or Friday prior to the Regular Meeting at 9:30 a.m., in the Village Hall. The Workshop Meetings may be canceled or changed at any time by the Mayor, with appropriate notification to the media and other members of the Board of Trustees. The motion was seconded by Trustee O’Hara. Mayor Curtin asked if there was any discussion. Hearing none, Mayor Curtin called for a vote. All board members voted aye and the motion carried.

**DATE & TIME OF
SPECIAL BOARD**

MEETINGS: Trustee O’Hara made a motion to allow the Mayor to call Special Board Meetings when necessary, at a time and date to be decided, and to authorize the Village Clerk to notify each of the Trustees (as soon as reasonably possible) as to the date, time and place of Special Board Meetings. The Village Clerk will also post the appropriate Public Notice and notify the media as to the time, place and reason for the Special Board Meeting. The motion was seconded by Trustee Tallman. Mayor Curtin asked if there was any discussion. Hearing none, Mayor Curtin called for a vote. All board members voted aye and the motion carried.

RULES OF

PROCEDURE: Trustee Tallman made a motion to conduct Village Board Meetings pursuant to Rules of Procedure that have been in effect in previous years. She mentioned that a copy of the Rules are on file in the Village Office.

a. Agenda – the Village Clerk shall prepare an agenda for each meeting of the Village Board, which shall list the matters to be considered by the Village Board at such meeting. The matters to be listed in the agenda shall be determined by the Mayor, in consultation with the other members of the Board of Trustees.

b. Presiding Officer – the Mayor shall preside at all meetings of the Village Board and may vote on any matter before the Board. In addition, the Mayor must vote in the case of a tie.

c. Questions of Order – the Mayor shall decide all questions of order. In discussing a question or issue, a Trustee shall address the Mayor and will have the floor when recognized by the Mayor.

d. Robert’s Rules of Order – “Robert’s Rules of Order” shall govern the deliberations of the Board of Trustees. The rules of order, other than those prescribed by statute, may be suspended at any time by the consent of a majority of the members of the Board present at any meeting.

e. Recording of Open Meetings – all open meetings of the Village Board of Trustees shall be audio taped by the Village Clerk. Nothing in this section precludes the videotaping of open meetings of the Board of Trustees. It is the policy of the Village Board to cooperate with representatives of the print and broadcast media and with other members of the public who wish to record public meetings of the board by tape, film or other means, so long as said recordings are not disruptive to the meeting, and do not violate the rights of the members of the public body, witnesses and the public.

f. The Order of Business – the order of business at regular meetings of the Village Board shall be as follows:

1. Call Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Consent Agenda – shall include

- a. Acceptance of minutes of previous Regular Board Meeting and any Special Board Meetings
 - b. Acceptance of Audit of Bills on Abstract Sheets for previous month
 - c. Acceptance of Police Report for previous month
 - d. Acceptance of Building Inspector's Report for previous month
 - e. Acceptance of minutes of Marcellus Town Board Meeting for previous month
 - f. Acceptance of Financial Statements for previous month
 - g. Acceptance of Other Reports
- 5. Regular Agenda Items
 - 6. Village Updates – new business
 - 7. Other Recognitions
 - 8. Items from the Floor
 - 9. Adjournment

g. Transaction of Business at Special Board Meetings – at special meetings of the Village Board, the business to be transacted thereat shall be only that stated in the notice of such meeting, except that any other business may be transacted at such special meeting by two-thirds consent of all the members of the Village Board.

h. Voting – every member of the Village Board present at any meeting thereof, when a vote is taken, shall vote for or against or abstain or recuse, or be excused from voting by the Village Board. In the event of a roll call vote, silence, when a Trustee's name is called, shall be deemed an affirmative vote by the Trustee. Roll call vote shall be called in alphabetical order of the last name of the Trustee. The Mayor shall be the last one to cast a vote.

i. Suspension of Regular Order of Business – the regular order of business at a stated meeting may at any time be suspended by the affirmative vote of two-thirds of the members of the Village Board present at such meeting.

j. Executive Sessions – upon a majority vote of its total membership, taken in an open meeting pursuant to a motion identifying the general area or areas of the subject or subjects to be considered, the Board of Trustees may conduct an executive session for matters which Federal, State, or Local law permits an executive session.

k. Comments by Members of the Public – during that part of the Agenda, Items from the Floor, the Mayor shall entertain comments from members of the public as to the merits of any item set forth on the agenda, or any other items that members of the public may wish to address. The Mayor shall have the discretion to withhold recognition of members of the public until the regular agenda has been completed

The motion was seconded by Trustee O'Hara. Mayor Curtin asked if there was any discussion. Hearing none, Mayor Curtin called for a vote. By a vote of 3-0, the motion to adopt the Rules of Procedure was carried.

OFFICIAL BANKS:

A resolution appointing Solvay Bank as the official depositories for the Village of Marcellus was moved for adoption by Trustee O'Hara, seconded by Trustee Tallman.

“**Whereas**, the Board of Trustees has determined that Village Law requires the designation of banks or trust companies for the deposit of all Village monies,

“**Now, therefore be it resolved:** that Solvay Bank be, and is hereby designated as the depository for regular accounts, and as the depository for capital and investments, and that all monies received by the Village Treasurer, Village Clerk, and Receiver of Taxes be deposited in said depository.

“This resolution, upon approval is effective immediately.”

Mayor Curtin asked if there was any discussion. Hearing none, Mayor Curtin called for a vote. All board members voted aye and the motion carried.

OFFICIAL

NEWSPAPERS: Trustee Tallman made a motion to designate the Eagle Observer and the Post Standard as the official newspapers for publication of official Village notices, seconded by Trustee O'Hara. Mayor Curtin asked if there was any discussion. Hearing none, Mayor Curtin called for a vote. All board members voted aye and the motion carried.

ATTORNEY

RESOLUTION: Mayor Curtin made a motion to approve a resolution appointing Jeffrey D. Brown as Village Attorney, a public officer of the Village. A copy of the resolution is on file in the Village Office. The motion was seconded by Trustee O'Hara. Mayor Curtin asked if there was any discussion. Hearing none, Mayor Curtin called for a vote. All board members voted aye and the motion carried.

STANDARD WORKDAY

RESOLUTIONS: Trustee Tallman made a motion to approve a standard workday resolution for elected or appointed officials who are not yet retired and do not participate in a time keeping system. The motion was seconded by Trustee O'Hara. Mayor Curtin asked if there was any discussion. Hearing none, Mayor Curtin called for a vote. All board members voted aye and the motion carried.

APPOINTMENT OF PUBLIC OFFICERS AND VILLAGE

EMPLOYEES: Mayor Curtin made a motion to appoint the following Village Public Officers/Employees:

- a. Four Year Appointments** – the following were 1-year appointments – 4/1/18-3/31/22
 - Village Clerk Dawn O’Hara
 - Village Treasurer Antonino Provvidenti

- b. One Year Appointments** – the following were 1-year appointments – 4/1/18-3/31/19
 - Custodian, Part Time Katherine Welsh
 - DPW Department, Full-Time Greg Crysler, James LaRose, John Holmes, Mallory Reedy

 - Police Chief, Part Time Robert A. Wicks
 - Police Captain, Part Time Bernie Podsiedlik
 - Police Sergeants, Part Time Keith Gates, Earl Smith
 - Police Detective, Part Time Rich Curran
 - Patrolman, Part Time Ed Bragg, Sean Clere, Jeff Fortino, Michael Graham, Matthew Hayes, Peter Heise, Ray Herrick, Shannon Ray, Leonard Richer, Chris Rowe, John Scanlon

 - School Resource Officers Sean Clere, Peter Heise, John Scanlon
 - Police Clerk, Part Time Brenda Giacchi
 - School Crossing Guard Katherine Welsh
 - CEO/Fire Inspector William Reagan
 - Deputy CEO/Fire Inspector Dave Weber
 - Storm Water Designee Kurt Field
 - Dog Control Officer James LaRose

The motion was seconded by Trustee O’Hara. Mayor Curtin asked if there was any discussion. Hearing none, Mayor Curtin called for a vote. All board members voted aye and the motion carried.

SALARY & BENEFITS:

Trustee Tallman made a motion to continue to provide to Village employees with the same benefits (holidays, vacation days, sick leave, bereavement leave, extenuating circumstances, health benefits, retiree health care coverage, clothing and equipment allotment) that have been in effect for the previous year, accompanied by a 2% salary increase for most employees, except for the Mayor and Trustees. A copy of employee salaries and employee benefits is on file in the Village Office. The motion was seconded by Mayor Curtin. Mayor Curtin asked if there was any discussion. Hearing none, Mayor Curtin called for a vote. Mayor Curtin and Trustee Tallman voted aye. Trustee O’Hara recused himself from the vote. The motion carried.

EXECUTE BONDS:

Trustee O’Hara made a motion to notify the public that the Village, having secured property and liability insurance coverage, executed surety bonds for all Village employees in the amount of \$50,000 and in the amount of \$100,000 for the Village Treasurer and Village Clerk and that the expense of the undertaking has been a charge to the Village. The motion was seconded by Trustee Tallman. Mayor Curtin asked if there was any discussion. Hearing none, Mayor Curtin called for a vote. All board members voted aye and the motion carried.

APPOINT VILLAGE

COMMITTEES: **One Year Appointments** – the following are 1-year appointments – 4/1/18-3/31/19

- a. Chair of Senior Housing Committee** – Trustee Tallman made a motion to appoint Robert J. Wilson as Chairperson for the Senior Citizens’ Research Committee for a term of one year.

- b. Marcellus Betterment Association** – Trustee Tallman made a motion to approve an extension of the Marcellus Betterment Association for another year, to 3/31/19. The Association was originally created to raise funds for the purchase and installation of historic lampposts in the Village. The Association may consider adding additional lampposts in the future to beautify the Village.

Both motions were seconded by Trustee O’Hara. Mayor Curtin asked if there was any discussion. Hearing none, Mayor Curtin called for a vote. All board members voted aye on the motions and the motions carried.

VILLAGE ENGINEERS:

Mayor Curtin made a motion to utilize the services of and solicit competitive bids, when appropriate or deemed necessary by the Village Board, from several engineering firms including Barton & Loguidice, MRB Group, and TDK Engineering. The motion was seconded by Trustee O’Hara. Mayor Curtin asked if there was any discussion. Hearing none, Mayor Curtin called for a vote. All board members voted aye and the motion carried.

VILLAGE

HISTORIAN: Mayor Curtin made a motion to appoint Peg Nolan as Village Historian for a period of one year, 4/1/18 to 3/31/19. The motion was seconded by Trustee Tallman. Mayor Curtin asked if there was any discussion. Hearing none, Mayor Curtin called for a vote. All three board members voted aye and the motion carried.

PLANNING BOARD:

Mayor Curtin made a motion to re-appoint Ed Carlson to a full 5-year term as a member of the Village Planning Board from April 1, 2018 to March 31, 2023. The motion was seconded by Trustee O'Hara. Mayor Curtin asked if there was any discussion. Hearing none, Mayor Curtin called for a vote. All board members voted aye and the motion carried. Mayor Curtin announced that Ed was unable to attend the meeting and took the Oath of Office earlier in the day.

ZONING BOARD:

Mayor Curtin made a motion to re-appoint Kim Spitzer to another full 5-year term as a member and Chair of the Zoning Board of Appeals from April 1, 2018 to March 31, 2023. The motion was seconded by Trustee Tallman. Mayor Curtin asked if there was any discussion. Hearing none, Mayor Curtin called for a vote. All board members voted aye and the motion carried. Mayor Curtin announced that Kim was unable to attend the meeting and would take the Oath of Office at a later date.

ANNUAL

CONTRACTS: Trustee O'Hara made a motion to authorize the Mayor to sign the annual contracts with the Marcellus Historical Society, and the Marcellus Health/Loan Closet and to table the Marcellus School District SRO agreement, similar to those that have been in effect for the previous year. The motion was seconded by Trustee Tallman. Mayor Curtin asked if there was any discussion. Hearing none, Mayor Curtin called for a vote. All board members voted aye and the motion carried.

ANNUAL

RESOLUTIONS: Trustee Tallman made motions to adopt the following resolutions:

a. Authorize Mayor To Sign Checks

“Whereas in the absence or inability of the Village Treasurer or a Village Trustee to sign checks,

Now therefore be it resolved, that the Board of Trustees authorizes the Mayor to sign checks, a certified copy of which resolution will be provided to the bank or Village depository.

This resolution is effective immediately.”

b. Advanced Approval of Claims

“Whereas the Board of Trustees had 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 officer incurring or approving the claim are jointly and severally liable for any amount the Board of Trustees disallows.

Now therefore be it resolved, that

1. The Board of Trustees authorizes payment in advance of audit of claims for public utility services postage, freight and express charges. All such claims must be presented that the next regular meeting for audit and the claimant and the officer incurring or approving the claims are jointly and severally liable for any amount the Board of Trustees disallows.
2. This resolution is effective immediately.”

c. Set Mileage Allotment

“Whereas the Board of Trustees had determined to pay a fixed rate for mileage as reimbursement to Village officers and employees who use their personal automobiles while performing their official duties; in advance of audit of claims for public utility services, postage, freight and express charges; and

Now therefore be it resolved, that

1. The Board of Trustees will approve reimbursement to such officers and employees at the rate of .54 per mile, and that,
2. This resolution is effective immediately.”

d. Authorize Organizational Meetings

“Whereas there is to be held during the coming official year a number of schools, conferences and seminars for the benefit of the local government, and

Whereas attendance by certain municipal officials and employees at one or more of these meetings, conferences or schools benefits the municipality;

Now therefore be it resolved, that

1. The following officers and employees are authorized to attend the following schools:

Mayor, Trustees
NYS Conference of Mayors – bi-monthly meetings

Mayor, Trustees, Village Clerk and Village Treasurer
CNY Village Clerk-Treasurer Association – bi-monthly meetings

Mayor, Trustees, DPW Employees
Association of Towns Highway Superintendent Meetings - Monthly
Highway School – Ithaca – 3 Days in June
CNY Water Works Conference – Conference - twice a year (Spring and Fall)
Meetings - 6 per year
NY Rural Water Annual Training – 3 days in May

Mayor, Trustees, Chief of Police
NYS Chiefs of Police Association – Annual four-day conference
Onondaga County Chiefs of Police – Monthly Meetings – 3rd Thursday – AM
Onondaga County Traffic Safety Advisory Board – Bi-monthly meetings – Tuesday AM

2. This resolution is effective immediately.”

The motions were seconded by Trustee Tallman. Mayor Curtin asked if there was any discussion. Hearing none, Mayor Curtin called for a vote. All board members voted aye to the motions and the resolutions were approved.

PROCUREMENT

POLICY: Trustee O’Hara, having reviewed the procurement policy adopted in 1993, updated in 2002, and reviewed again in April 2019, made a motion to continue that policy governing the procurement of all goods and services which are not required to be purchased pursuant to the competitive bidding requirements of General Municipal Law Section 103. A copy is on file in the Village Office. The motion was seconded by Trustee Tallman. Mayor Curtin asked if there was any discussion. Hearing none, Mayor Curtin called for a vote. All board members voted aye and the motion carried.

**ANNOUNCE
EARTH DAY
PARTICIPATION:**

Trustee Tallman notified the public that the Village of Marcellus will again participate in the observance of Earth Day. Earth Day cleanup will take place on April 19, 2018, with 3rd grade students from the Marcellus Central School District. The 3rd grade students will gather at the Village Hall after cleaning up the area and streets north of Main Street. The Village will provide refreshments and have an opportunity to thank the students and teachers for their participation. A rain date is planned for Friday, April 20, 2018.

Trustee O’Hara made a motion to adjourn the annual meeting and open the public hearing on the Tentative Budget. Trustee Tallman seconded the motion. Mayor Curtin called for a vote. All board members voted aye and the motion carried.

Annual Meeting adjourned at 7:14 p.m.

Dawn O’Hara
Village Clerk