

Village of Macedon
Meeting Minutes
Organizational Meeting
April 14, 2010

**VILLAGE OF MACEDON
81 MAIN STREET
MACEDON, NEW YORK 14502
REGULAR MEETING
ORGANIZATIONAL MEETING
APRIL 14, 2010
7:00 P.M.**

ORDER The meeting was called to order at 7:00 p.m. with Mayor James Hoteling leading the Pledge of Allegiance to the Flag. The following persons were in attendance, Trustees Ken Schreiber, Ron DeMena, Marcy Frey, Dave Kelly and Clerk Treasurer Lisa Davis.

ABSTRACT The following motion was made Ron DeMena and seconded by Ken Schreiber:

RESOLVED that the Clerk Treasurer be authorized to pay the monthly abstract #11 in the following amounts:

Abstract #11
General Fund - \$41,584.57
Water Fund - \$16,315.17
Sewer Fund - \$13,269.67

Motion carried
Five votes in favor
None opposed

MINUTES The following motion was made by Ron DeMena and seconded by Ken Schreiber:

RESOLVED that the Village of Macedon Board of Trustees approves the meeting minutes dated March 24, 2010 as submitted.

Motion carried
Three votes in favor
Two Abstain (M. Frey, D. Kelly)

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**MUTUAL
AID**

The following motion was made by Jim Hoteling and seconded by David Kelly:

WHEREAS, the “Wayne County Fire Service Mutual Aid Plan” was originally adopted in 1961, and

WHEREAS, the Wayne County Fire Coordinator, after soliciting comments and recommendations from the fire service, has drafted a new Mutual Aid Plan; and

WHEREAS, this Plan has been adopted by the Village of Macedon,

NOW THEREFORE BE IT RESOLVED, that the Village of Macedon, as governing board of the aforementioned fire department, authorize the fire department to participate in the Wayne County Fire Service Mutual Aid Plan without restrictions within the meaning of Section 209 of the General Municipal Law; and

BE IT FURTHER RESOLVED, that copies of this Resolution be filed with the Wayne County Fire Coordinator and the Village of Macedon.

Motion carried
Five votes in favor
None opposed

MOTION

The following motion was made by Ken Schreiber and seconded by Marcy Frey:

RESOLVED, that the Village of Macedon Board of Trustees approves and adopts the Whistleblower Policy (attached) as submitted by Clerk Treasurer Lisa Davis.

Motion carried
Five votes in favor
None opposed

MOTION

The following motion was made by Ken Schreiber and seconded by Jim Hoteling:

RESOLVED, that the Village of Macedon Board of Trustees approves the updated Investment Policy as submitted.

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Motion carried
Five votes in favor
None opposed

MOTION The following motion was made by Ron DeMena and seconded by Marcy Frey:

RESOLVED, that the Village of Macedon Board of Trustees approves the Fee Schedule with the discussed changes.

Motion carried
Five votes in favor
None opposed

HOLIDAYS The following motion was made Ron DeMena and seconded by Marcy Frey:

RESOLVED, that the Village of Macedon Board of Trustees approves the addition of Election Day to be added to the annual employee Holiday Schedule.

Motion carried
Five votes in favor
None opposed

The following motion was made Ron DeMena and seconded by Marcy Frey:

RESOLVED, that the Village of Macedon Board of Trustees approves the addition of Martin Luther King Day to be added to the annual employee Holiday Schedule.

One vote in favor
Four opposed
Motion Denied

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The following motion was made Ron DeMena and seconded by Marcy Frey:

RESOLVED, that the Village of Macedon Board of Trustees approves the addition of Presidents Day to be added to the annual employee Holiday Schedule.

Two votes in favor
Three opposed
Motion Denied

The following motion was made Ron DeMena and seconded by Marcy Frey:

RESOLVED, that the Village of Macedon Board of Trustees approves the addition of Columbus Day to be added to the annual employee Holiday Schedule.

Two votes in favor
Three opposed
Motion Denied

ORGANIZATIONAL MEETING

Mayor Hoteling read the following:

APPOINTMENTS

- Building Inspector/Zoning Officer for a period of (1) year – Mike Nelson
- Deputy Clerk Treasurer for the period of (2) years - Kathy Reilly
- DPW Staff for the period of (1) year - Dave LeMoynes
 - Roy Cottrell
 - Jerry Locey
 - Pat Doyle
 - Jesse Moon
- Village Engineer for a period of (1) year – Dan Cornwall
- Acting Justice for a period of (1) year – Thomas Crowley
- Village Historian for the period of (1) year - Sally Millick

MOTION The following motion was made by Ron DeMena and seconded by Ken Schreiber:

RESOLVED that the above listed Appointments are approved on this day, April 14, 2010 for the duration terms also listed above.

Motion carried
Five votes in favor
None opposed

COMMISSIONS

Deputy Mayor – Ken Schreiber
Fire Commissioner – Jim Hoteling
Deputy Fire Commissioner – Ken Schreiber
Sewer Commissioner – Ken Schreiber
Deputy Sewer Commissioner – David Kelly
Water Commissioner – Ron DeMena
Deputy Water Commissioner – Marcy Frey
Parks & Historical Commissioner – Marcy Frey
Deputy Parks & Historical Commissioner – Dave Kelly
Health Commissioner – Jim Hoteling
Deputy Health Commissioner – Ken Schreiber
Streets & Sidewalks Commissioner Ken Schreiber
Deputy Streets & Sidewalks Commissioner – Ron DeMena
Cemetery Commissioner – Dave Kelly
Deputy Cemetery Commissioner – Marcy Frey
Personnel Commissioner – Jim Hoteling
Deputy Personnel Commissioner – Ken Schreiber
Senior Citizen Commission – Marcy Frey
Deputy Senior Citizen Commissioner – Ron DeMena
Celebrations/Community Events – Ron DeMena
Deputy Celebrations/Community Events – Marcy Frey
Planning & Zoning Commissioner – Marcy
Deputy Planning & Zoning Commissioner – Jim Hoteling
Revitalization Commissioner – Dave Kelly
Deputy Revitalization Commissioner – Jim Hoteling
Court Commissioner – Ken Schreiber
Deputy Court Commissioner – Jim Hoteling

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MOTION The following motion was made by Ken Schreiber and seconded by Marcy Frey:

RESOLVED that the above listed Commissions are approved on this day, April 14, 2010 until such time as of the next Organizational Meeting.

Motion carried
Five votes in favor
None opposed

MEETINGS

The following motion was made by Ken Schreiber and seconded by Ron DeMena:

RESOLVED, that the Village of Macedon Board of Trustees approves the following meeting schedule.

Motion carried
Five votes in favor
None opposed

The Village of Macedon Board of Trustees shall meet the second and fourth Wednesday of each month at 7:00 p.m., at the Village Hall, 81 Main Street, Macedon, with the exception of the months of November and December, at which time, the meeting scheduled for the fourth Wednesday will not be held. The first meeting of each month will be utilized to conduct regular business and the second meeting of each month will be utilized to report and workshop with department heads. **At which will be required mandatory attendance of all Village Board members, Planning Board Chair, Zoning Code Officer, Village Attorney, and Village Engineer.**

The Annual Organizational Meeting will be held in conjunction with the first regular meeting in April 2010.

The regular meeting of the Village of Macedon Planning Board shall be held the first Wednesday of each month at 7:00 p.m., at the Village Hall, 81 Main Street.

The Zoning Board of Appeals shall meet on an as needed basis.

CLERK

At this time the Village Hall is not handicap accessible, and in order to meet the standards set by the Disabilities Act, certain clerk duties must be authorized. The Clerk/Treasurer and Deputy Clerk/Treasurer are now authorized to conduct village business at the street to accommodate a handicapped person, or conduct business via home visit to a handicapped resident when necessary. Upon request from a handicapped person, any village oriented board meeting can be scheduled at the new town complex/library, or fire hall, which is handicap accessible.

MILEAGE

The following motion was made by Ken Schreiber and seconded by Dave Kelly:

RESOLVED, that any village employee who uses his or her own vehicle for village related business shall be reimbursed at the same rate the Federal Government at the time of reimbursement.

Motion carried
Five votes in favor
None opposed

NEWSPAPER

The following motion was made by Ken Schreiber and seconded by Jim Hoteling:

RESOLVED, that the Village of Macedon Board of Trustees approves the Times of Wayne County as their legal paper for the period of one (1) year.

Motion carried
Three votes in favor
Two opposed

BANKS

The official depositories for the Village of Macedon shall be HSBC.

The Village of Macedon has the following bank accounts:

Checking Accounts:
Cash Disbursements
Trust & Agency

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Investment Accounts:

- HSBC – Money Market
- HSBC - Ambulance Money Market
- HSBC - Expendable Trust Money Market
- HSBC - Non-Expendable Trust Money Market

The following motion was made Ron DeMena and seconded by Ken Schreiber:

RESOLVED that the Village of Macedon Board of Trustees approves the use of the current banking institution and the existence of the above mentioned accounts.

Motion carried
Five votes in favor
None opposed

PREPAY

In order to prevent assessment of late fees, the Clerk/Treasurer and Deputy Clerk/Treasurer shall be authorized to pay prior to board/audit meeting, the following: gasoline bills, electrical bills, petty cash accounts, debt service and interest on debt, social security, retirement, phone bills, and internet.

PETTY

The following motion was made by Ken Schreiber and seconded by Dave Kelly:

The following petty cash accounts shall be authorized:

- Village Hall – custodian – Lisa Davis - \$50.00
- Highway Department – custodian – David LeMoyne - \$100.00
- Water Department – custodian – Roy Cottrell - \$100.00
- Sewer Department – custodian – Jerry Locey - \$100.00

Motion carried
Five votes in favor
None opposed

PROCUREMENT

The Village of Macedon annually supplies to the Board of Trustees, a copy of the village's procurement policy.

STATE AID

The following motion was made by Ken Schreiber and seconded by Ron DeMena:

The Mayor, Village Clerk/Treasurer and Deputy Clerk/Treasurer be authorized to apply for the following:

State Aid
Operation and Maintenance for the village sewer treatment plant
Consolidated Highway Aid (CHIPS)
Any other grant monies that may be available at no cost to the Village of Macedon.

Motion carried
Five votes in favor
None opposed

SCHOOLS & CONFERENCES

During the coming official year schools, meetings, and conferences are held. With authorization from the Board of Trustees, certain municipal officials and employees may attend one or more of these meetings, trainings and conferences that benefit the municipality.

RELEVY

The following motion was made by Ken Schreiber and seconded by Jim Hoteling:

RESOLVED that the Village Clerk/Treasurer be authorized to relevy unpaid water and sewer rent accounts plus accrued penalty onto the village taxes, and that the unpaid village taxes be relevied to the Wayne County Treasurer's Office for payment.

Motion carried
Five votes in favor
None opposed

EXECUTIVE

SESSION The following motion was made by Jim Hoteling, and seconded by Ken Schreiber:

RESOLVED, that the regular meeting be adjourned at 8:25 p.m. and an Executive Session convene to include all Board members for discussion on a personnel issue.

Motion carried
Five votes in favor
None opposed

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The following motion was made by Marcy Frey and seconded by Dave Kelly:

RESOLVED that the Executive Session be adjourned at 9:25 p.m. and the regular Board Meeting reconvene.

Motion carried
Five votes in favor
None opposed

MOTION The following motion was made by Ken Schreiber and seconded by Ron DeMena:

THEREFORE BE IT RESOLVED, that the Village of Macedon Board of Trustees has approved the application submitted by Jason Quick as a volunteer for the Village of Macedon Fire Department.

Motion carried
Five votes in favor
None opposed

ADJOURN The following motion was made by Marcy Frey and seconded by Dave Kelly:

RESOLVED, that there being no further business, now

THEREFORE BE IT RESOLVED, that the meeting be adjourned.

Motion carried
Five votes in favor
None opposed

The meeting adjourned at 10:15 p.m.

Respectfully submitted,

Lisa M. Davis
Clerk Treasurer