



VILLAGE OF FAIRPORT

Minutes of the Organization Meeting of the Village Board of Trustees December 7, 2015 held at 31 South Main Street

Present: Frederick H. May, Mayor

Trustees: H. Kevin Clark
Timothy J. Slisz
Debra O. Tandoi

Also Present: Bryan L White, Village Manager
William H. Walker Jr., Attorney
Laura K. Wharmby, Clerk-Treasurer

Absent: Trustee Kenneth G. Rohr

Mayor May opened the meeting at 7:00 P.M.

Mayor May asked all present to rise and pledge allegiance to the flag of the United States of America.

Mayor May, administered the Oath of Office to the reelected village officials: Trustee H. Kevin Clark and Trustee Tandoi.

The roll was taken.

Appointments

Mayor May made the following appointments for the 1/1/2016 thru 12/31/2016 year:

Deputy Mayor
Finance

H. Kevin Clark
Kenneth G. Rohr

Timothy J. Slisz

The following appointments were made with Village Board Approval

On the motion of Trustee Clark, seconded by Trustee Tandoi, it was unanimously resolved to appoint William H. Walker Jr., Village Attorney, for the term of 1/1/2016–12/31/2016.

On the motion of Trustee Tandoi, seconded by Trustee Slisz, it was unanimously resolved to appoint Michael Arnold, Acting Village Justice for the term of 1/1/2016–12/31/2016.

On the motion of Trustee Slisz, seconded by Trustee Clark, it was unanimously resolved to appoint Laura K. Wharmby, Village Clerk-Treasurer, for the term of 1/1/2016–12/31/2017.

On the motion of Trustee Tandoi, seconded by Trustee Slisz, it was unanimously resolved to appoint Deborah L. Fuller, Deputy Zoning Officer, for the term of 1/1/2016–12/31/2016.

On the motion of Trustee Clark, seconded by Trustee Slisz, it was unanimously resolved to appoint Jason Kaluza, Fire Marshal, for the term of 1/1/2016–12/31/2016.

Fairport Municipal Commission

On the motion of Trustee Clark, seconded by Trustee Tandoi, it was unanimously resolved to appoint

Robert Cantwell, Fairport Municipal Commission Chair, 1/1/2016-12/31/2016.

On the motion of Trustee Tandoi, seconded by Trustee Clark, it was unanimously resolved to appoint Steve Schalabba, Fairport Municipal Commission member, for the term of 1/1/2016-12/31/2020.

Planning Board

On the motion of Trustee Slisz, seconded by Trustee Clark, it was unanimously resolved to appoint Robert Salmon, Planning Board Chair, for the term of 1/1/2016-12/31/2016.

On the motion of Trustee Clark, seconded by Trustee Slisz, it was unanimously resolved to appoint Joseph Kosiorek, a Planning Board member, for the term of 1/1/2016-12/31/2020.

Zoning Board

On the motion of Trustee Slisz, seconded by Trustee Tandoi, it was unanimously resolved to appoint Mike Fortner, Zoning Board member, for the term of 1/2016-12/31/2020.

Historic Preservation Commission

On the motion of Trustee Slisz, seconded by Trustee Tandoi, it was unanimously resolved to appoint Doris Davis-Fritsch, Historic Preservation Commission Chair, for the term of 1/1/2016-12/31-2016.

Tree Board

On the motion of Trustee Clark, seconded by Trustee Slisz, it was unanimously resolved to appoint Kenneth G. Rohr, Tree Board Chair, for the term of 1/1/2016-12/31-2016.

On the motion of Trustee Clark, seconded by Trustee Tandoi, it was unanimously resolved to appoint Susan Roberts, Senior Living Council liaison, for the term of 1/1/2016-12/31/2016.

On the motion of Trustee Tandoi, seconded by Trustee Slisz, it was unanimously resolved to appoint:

Title	Name	Term
School Traffic Guards	Jean N. Matzke	1/1/2016-12/31/2016
	Ronald Wells	1/1/2016-12/31/2016
	Alen Wheeler	1/1/2016-12/31/2016
School Traffic Guards Substitutes	Joyce Carney	1/1/2016-12/31/2016
	Margaret Frank	1/1/2016-12/31/2016
	Suzanne Sevenler	1/1/2016-12/31/2016
	Sandra Wheeler	1/1/2016-12/31/2016

Village Operations

On the motion of Trustee Slisz, seconded by Trustee Tandoi, it was unanimously agreed: to hold Regular Monthly Meetings on the 2nd Monday of each month at 7:30 P.M., except the October meeting will be held on Tuesday, October 11, 2016; the Daily Record is the official newspaper; and the mileage reimbursement will be based on the Internal Revenue Service employee business rate established for tax deductions.

Policies

On the motion of Trustee Tandoi, seconded by Trustee Clark it was unanimously agreed to adopt the following: Village Procurement Policy, Village Investment Policy, Village Board Meeting Procedure Village Cash Management Procedure and the Village Fee Schedule.

On the motion of Trustee Rohr, seconded by Trustee Slisz, it was unanimously agreed to adopt the Post-Issuance Tax Compliance and Continuing Disclosure Procedures for Tax-Exempt Notes & Bonds. On the motion of Trustee Rohr, seconded by Trustee Tandoi, it was unanimously agreed to amend the Cash Management Procedure to include in section 4: Over/under cash amounts that do not reconcile will be placed in an envelope in the safe. The amount will be posted to the over/under balancing control for the day by the person verifying the daily opening cash amount. The Senior Account Clerk will reconcile the control report to the cash no less than monthly.

New York Conference of Mayors (NYCOM)

On the motion of Trustee Slisz, seconded by Trustee Clark, it was unanimously agreed to authorize the Village officials and employees to attend the New York Conference of Mayors (NYCOM) Main Street Conference; the Annual Meeting; the Legislative Sessions; the Fall Training School; the Elected Officials Training; Planning and Zoning School and the Public Works School.

Government Finance Officers Association (GFOA)

On the motion of Trustee Slisz, seconded by Trustee Tandoi, it was unanimously agreed to authorize the Village officials and employees to attend the Government Finance Officers Association (GFOA) Elected Officials Training Program.

On the motion of Trustee Slisz, seconded by Trustee Clark, it was unanimously agreed to authorize the Clerk-Treasurer and the Deputy Clerk to attend the annual and regional meetings of the Government Finance Officers Association (GFOA).

KVS Conference

On the motion of Trustee Slisz, seconded by Trustee Tandoi, it was unanimously agreed to authorize members of the Clerk-Treasurer's Office to attend the annual KVS User Group Conference.

City/County Managers Association

On the motion of Trustee Clark, seconded by Trustee Tandoi, it was unanimously agreed to authorize Bryan White, Village Manager, to attend the annual International City/County Management Association Conference.

On the motion of Trustee Tandoi, Seconded by Trustee Slisz, it was unanimously agreed to authorize Bryan White, Village Manager, to attend the New York State City/County Management Association Conference.

Western Erie Canal Municipal Association

On the motion of Trustee Clark, seconded by Trustee Tandoi, it was unanimously agreed to authorize the Mayor and Trustees to attend meetings of the Western Erie Canal Municipal Association, the

Annual New York State Canal Corporation Conference and the Erie Canal Western Heritage Conferences.

Farmers' Market Management Training

On the motion of Trustee Slisz, seconded by Trustee Tandoi, it was unanimously agreed to authorize the Mayor to attend the Farmers' Market Management seminars sponsored by the Cornell Cooperative Extension or the Farmers' Market Federation of New York.

New York State Building Officials Conference

On the motion of Trustee Clark, seconded by Trustee Slisz, it was unanimously agreed to authorize the Assistant Code Enforcement Officer to attend the New York State Building Officials Conference or the Finger Lakes Building Officials Association Education Conference.

Finger Lakes Building Officials Association (FLBOA)

On the motion of Trustee Slisz, seconded by Trustee Tandoi, it was unanimously agreed to authorize the Code Enforcement Officer to attend the New York State Building Officials Conference or the Finger Lakes Building Officials Association's Education Conference.

On the motion of Trustee Slisz, seconded by Trustee Tandoi, it was unanimously agreed to authorize the memberships of Jason Kaluza, Code Enforcement Officer and M. Ortega, Assistant Code Enforcement Officer in the Finger Lakes Building Officials Association (FLBOA).

International Code Council

On the motion of Trustee Slisz, seconded by Trustee Tandoi, it was unanimously agreed to authorize Jason Kaluza, Code Enforcement Officer, to join the International Code Council and to participate in continuing education certification courses.

Fire Marshals and Inspectors Association

On the motion of Trustee Clark, seconded by Trustee Slisz, it was unanimously agreed to authorize Jason Kaluza, as Fire Marshal, to join the Fire Marshals and Inspectors Association and to attend the annual conference.

Monroe County Soil and Water Conservation

On the motion of Trustee Clark, seconded by Trustee Tandoi, it was unanimously agreed to authorize the Department of Public Works Foreman to attend the training offered by the Monroe County Soil and Water Conservation District.

Monroe County Land Use Decision-Making Training and the Genesee Finger Lakes Regional Planning Council

On the motion of Trustee Tandoi, seconded by Trustee Clark, it was unanimously agreed to authorize the Mayor, Trustees, Planning Board members, Zoning Board of Appeals members and staff to attend the Monroe County Land Use Decision-Making training programs and the Genesee Finger Lakes Regional Planning Council programs.

Pennsylvania Fire Exposition

On the motion of Trustee Clark, seconded by Trustee Slisz, it was unanimously agreed to authorize members of the Fairport Fire Department to attend the annual Harrisburg, Pennsylvania Fire Exposition.

Fire Department Instructor Conference

On the motion of Trustee Tandoi, seconded by Trustee Clark, it was unanimously agreed to authorize attendance at the annual Fire Department Instructor Conference to be held in Indianapolis, Indiana, by a maximum of four (4) Fairport fire Department officers or instructors.

Monroe County Court Clerk's Association and the NYS Court Clerk's Association

On the motion of Trustee Clark, seconded by Trustee Tandoi, it was unanimously agreed to authorize membership in the Monroe County Court Clerk's Association and the NYS Court Clerk's Association for Carol Smeenck.

NYS Magistrates Association

On the motion of Trustee Clark, seconded by Trustee Tandoi, it was unanimously agreed to authorize membership in the NYS Magistrates Association for Judge Barone.

NYS Magistrates Association and the New York State Association of Municipal Court Clerks

On the motion of Trustee Tandoi, seconded by Trustee Clark, it was unanimously agreed to authorize Judge Barone and Court Clerk Smeenck to attend the NYS Magistrates Association and the New York State Association of Municipal Court Clerks training and conferences.

Attorney Engagement Letter

On the motion of Trustee Clark, seconded by Trustee Slisz, it was unanimously agreed to authorize Frederick H May, as Mayor, to execute the terms of engagement letter for the services of William H. Walker Jr., Esq., Village Attorney.

Resignation

On the motion of Trustee Clark, seconded by Trustee Tandoi, it was unanimously agreed to accept the resignation of George T. Wolf as legal Counsel to the Planning Board, the Zoning Board and the Historic Preservation Commission effective December 31, 2015.

Adjourn

On the motion of Trustee Tandoi, seconded by Trustee Clark, it was unanimously agreed to adjourn at 7:24 P.M.

Respectfully submitted,

L. Kay Wharmby, Clerk-Treasurer