

Organizational & Special Village Board Meeting Minutes

April 1, 2024 - 5:00 PM

Village Hall, 111 Elm Street, Room 202

Present: Mayor **Dan Condella**, Deputy Mayor **Kevin McCloud**, Trustees **Dan Henries**, **Teresa Hoban**, **Norm Koek**, **Dan Irwin**, Clerk/Treasurer **Holly Easling**, Village Attorney **Ed Brockman**, Police Chief **Thomas Dunham**, Director of Public Works **Melissa Gerhardt**, Deputy Director of Public Works **Brett McMichael**, Deputy Clerk **Deb Withrow**, Code Secretary **Katie Tomlinson**, Public Works Secretary **Patti Jo Ramsey**

Absent: Trustee **Brenda Travis**, Deputy Clerk/Treasurer **Sonja Fredenburg**, Fire Chief **Derek Christensen**, Code Enforcement Officer **James Marshall**

Public: None

Call meeting to order at 5:00 p.m.

At 5:00 p.m. D. Condella called the Organizational Meeting to order followed by the pledge of Allegiance.

Mayor Condella administered the Oath of Office to Justice **Michael Christensen**.

Justice Michael Christensen administered the Oath of Office to Trustees **Kevin McCloud** and **Daniel Henries Jr.**

(4-year Term 2028)

MAYOR'S APPOINTMENT OF CHAIRS AND MEMBERS OF STANDING COMMITTEE OF THE VILLAGE BOARD OF TRUSTEES

Reappoint Trustee **Kevin McCloud** as Deputy Mayor

Administration

1. Norman Koek, Chair
2. Teresa Hoban
3. Brenda Travis

Public Safety

1. Kevin McCloud, Chair
2. Daniel Henries, Jr.
3. Daniel Irwin

Public Works

1. Teresa Hoban, Chair
2. Daniel Henries, Jr.
3. Kevin McCloud

BUSINESS & APPOINTMENTS

Set the frequency, time and place for the Regular Meetings of the Board of Trustees, other Boards, Committees, and Subsidiary Boards

Regular Meetings of the Village Board – One (1) meeting held each month on the third Tuesday, at 6:00 PM at Village Hall, 111 Elm Street, on the second floor, Room 202.

Municipal Utilities Board – One (1) meeting held each month on Thursday the week before the Village Board Meeting at 8:30 AM

Public Safety Committee – One (1) meeting held each month on Tuesday the week before the Village Board Meeting at 8:30 AM

Public Works Committee – One (1) meeting held each month on the 1st Monday of the month at 8:30 AM

Administration (Personnel & Finance) – One (1) meeting held each month on Friday the week before the Village Board Meeting at 8:30 AM

Planning Board – One (1) meeting held each month on the 1st Monday of the month at 7:00 PM

Zoning Board of Appeals – One (1) meeting held each month on the last Monday of the month at 7:00 PM

Historic Preservation District Commission – One (1) meeting held each month on the 2nd Tuesday of the month at 5:30 PM

Tree Board – Meetings to be noticed and held as needed.

Community Revitalization Committee – One (1) meeting held on the 1st Thursday of the month at 11:00 AM, as needed

Community Arts Committee – Meetings to be noticed and held as needed

All meetings to be held at Village Hall, 111 Elm Street, on the second floor. In the event a meeting falls on a Monday holiday, meeting will then be held on Monday of the following week with the exception of Planning Board and Zoning Board of Appeals which will then be held on Tuesday, the next day.

Set the date and time of the 2025 Organizational Meeting for the first Monday in April

April 7th, 2025 at 5:00 PM

Designate depository banks for Village funds

Lyons National Bank

Designate official newspaper for the publication of notices relating to local laws and other notices and actions of the Board of Trustees required by law to be advertised

The Chronicle-Express

VILLAGE APPOINTMENTS

Reappoint acting Village Justice **David Grace** in the absence of Justice Christensen during the year ***(1- year term 2025)***

Reappoint Village Clerk/Treasurer **Holly Easling** and Deputy Clerk/Treasurer **Sonja Fredenburg** ***(2- year term 2026)***

Reappoint Village Deputy Clerk **Hannah Ray** ***(2- year term 2026)***

Reappoint Registrar **Hannah Ray** ***(2- year term 2026)***

Reappoint Deputy Registrar **Deb Withrow**

Reappoint Village Historian **Andy Baus** ***(1- year term 2025)***

Reappoint Village Health Officer **Eleanor Dewitt, M.D. (4-year term 2028)**

Reappoint **Daniel Banach** and **Sarah Purdy** as Commissioners to the Municipal Utilities Board **(3- year term 2027)**

Reappoint **Daniel Banach** as Chair and **Lee Sackett** as Vice Chair to the Municipal Utilities Board **(1- year term 2025)**

Appoint Trustee **Daniel Henries** as Liaison to the Municipal Utilities Board

Reappoint **Pamela Cecere** as Member to the Planning Board **(5- year term 2029)**

Reappoint **Michael Clancy** as Chair to the Planning Board **(1- year term 2025)**

Reappoint **Jeremy Russell** and **Denis Gilmartin** as alternate members to the Planning Board **(1- year term 2025)**

Reappoint **Daniel Henries** as Liaison to the Planning Board

Reappoint **Steve Owens** as Chair to the Zoning Board of Appeal **(1- year term 2025)**

Reappoint Trustee **Kevin McCloud** as Liaison to the Zoning Board of Appeals

Reappoint **Kelly Saner** and **Eileen Wunder** as members to the Historic Preservation Commission Board **(1- year term 2025)**

Reappoint **Andy Baus** as Chair to the Historic Preservation Commission Board **(1-year term 2025)**

Reappoint Trustee **Kevin McCloud** as Liaison to the Historic Preservation Commission Board

Reappoint **Andy Baus** as member to the Community Arts Committee (CAC) **(5- year term 2029)**

Reappoint Trustee **Kevin McCloud** as member to the Tree Board **(3-year term 2027)**

Appoint Trustee **Brenda Travis** as Equal Opportunity Coordinator **(1- year term 2025)**

Appoint Trustee **Kevin McCloud** as Village Representative Alternate Member of the Keuka Lake Watershed Committee and the Keuka Lake Outlet Compact **(1- year term 2025)**

Appoint Trustee **Teresa Hoban** as Village American Disabilities Act Officer
(1- year term 2025)

Appoint Trustee **Kevin McCloud** as Village Representative to the Yates County History Society **(1-year term 2025)**

Reappoint Mayor **Dan Condella** as Village Representative to the Yates County Youth Board **(1- year term 2025)**

MOTION by T. Hoban, seconded by N. Koek to approve all Village appointments as outlined above.

Adopted 6 Ayes – D. Condella, T. Hoban, K. McCloud, D. Irwin, N. Koek, D. Henries, 0 Nays; 0 Abstain; 1 Absent - B. Travis

ADJOURNMENT OF ORGANIZATIONAL MEETING

At 5:07 p.m. by **MOTION** by D. Irwin, seconded by K. McCloud to adjourn the Organizational Meeting.

Adopted 6 Ayes – D. Condella, T. Hoban, K. McCloud, D. Irwin, N. Koek, D. Henries, 0 Nays; 0 Abstain; 1 Absent – B. Travis

SPECIAL BOARD MEETING

MOTION by N. Koek, seconded by D. Irwin to open up Special Village Board Meeting

Adopted 6 Ayes – D. Condella, T. Hoban, K. McCloud, D. Irwin, N. Koek, D. Henries, 0 Nays; 0 Abstain; 1 Absent – B. Travis

MOTION by D. Irwin, seconded by K. McCloud to authorize Resolution No. 28- 2024, “Regarding Advance Payment of Claims.”

Adopted 6 Ayes – D. Condella, T. Hoban, K. McCloud, D. Irwin, N. Koek, D. Henries, 0 Nays; 0 Abstain; 1 Absent – B. Travis

MOTION by N. Koek, seconded by D. Henries to authorize Resolution No. 29- 2024, “Procurement Policy.”

Adopted 6 Ayes – D. Condella, T. Hoban, K. McCloud, D. Irwin, N. Koek, D. Henries, 0 Nays; 0 Abstain; 1 Absent – B. Travis

MOTION by K. McCloud, seconded by N. Koek to authorize Resolution No. 30-2024, “Adopting a Fair Housing Plan and Designating Fair Housing, Section 3 and Labor Standards Officers for the Village of Penn Yan.”

Adopted 6 Ayes – D. Condella, T. Hoban, K. McCloud, D. Irwin, N. Koek, D. Henries, 0 Nays; 0 Abstain; 1 Absent – B. Travis

MOTION by D. Henries, seconded by K. McCloud to retroactively appoint Chelsey Chappell as part time Clerk to Village Justice effective 3/25/2024 at a rate of \$19.22 per hour.

Adopted 6 Ayes – D. Condella, T. Hoban, K. McCloud, D. Irwin, N. Koek, D. Henries, 0 Nays; 0 Abstain; 1 Absent – B. Travis

Mike Christensen spoke on the need to hire part time Clerk Chelsey Chappell. If one of his clerks has vacation or should one become sick, it is very hard to handle the docket. He needs both of them there. Chelsey is already trained as a Clerk from Starkey. Chelsey will bring some flexibility to the team.

PUBLIC HEARING AT 5:15 PM

General Fund Tentative Budget 2024-2025

At 5:17 p.m. **MOTION** by K. McCloud, seconded by N. Koek to open Public Hearing.

Adopted 6 Ayes – D. Condella, T. Hoban, K. McCloud, D. Irwin, N. Koek, D. Henries, 0 Nays; 0 Abstain; 1 Absent – B. Travis

H. Easling provided a high-level overview of the Tentative Budget.

At 5:32 p.m. **MOTION** by K. McCloud, seconded by D. Irwin to close Public Hearing.

Adopted 6 Ayes – D. Condella, T. Hoban, K. McCloud, D. Irwin, N. Koek, D. Henries, 0 Nays; 0 Abstain; 1 Absent – B. Travis

MOTION by D. Irwin, seconded by K. McCloud to set a Public Hearing for Municipal Utilities Board (MUB) Budget Review on Tuesday, April 16th, at 6:00 PM.

Adopted 6 Ayes – D. Condella, T. Hoban, K. McCloud, D. Irwin, N. Koek, D. Henries, 0 Nays; 0 Abstain; 1 Absent – B. Travis

K. McCloud wanted to thank everyone for their hard work on the budget.

D. Condella wanted to appreciate Rich Stewarts dedication and work on the board for 16 years.

OTHER COMMENTS OR VILLAGE BUSINESS

REQUEST FOR CLOSED SESSION

At 5:33 p.m. **Motion** by K. McLoud, and seconded by D. Henries to move to Closed Session to confer with legal counsel.

Adopted 6 Ayes – D. Condella, T. Hoban, K. McLoud, D. Irwin, N. Koek, D. Henries, 0 Nays; 0 Abstain; 1 Absent – B. Travis

At 6:56 p.m. **Motion** by K. McLoud, seconded by D. Henries to end Closed Session.

Adopted 6 Ayes – D. Condella, T. Hoban, K. McLoud, D. Irwin, N. Koek, D. Henries, 0 Nays; 0 Abstain; 1 Absent – B. Travis

ADJOURNMENT OF SPECIAL BOARD MEETING

At 6:57 p.m. **Motion** by K. McLoud, seconded by D. Henries to adjourn the Special Board Meeting.

Adopted 6 Ayes – D. Condella, T. Hoban, K. McLoud, D. Irwin, N. Koek, D. Henries, 0 Nays; 0 Abstain; 1 Absent – B. Travis