

Regular Meeting of the Village of Carthage Board of Trustees  
Held in the Board Room of the Carthage Municipal Building  
December 2, 2013

**ATTENDANCE:**

**Members:** President G. Wayne McIlroy, and Trustees Kathleen Latremore, Rebecca Vary and Linda Smith-Spencer. Deputy President Astafan was excused.

**Others:** Kathy Amyot, Tug Hill Commissions; and David Allison, Church of the Nazarene.

**CALL TO ORDER:**

President McIlroy called the meeting to order at 7:00 p.m. and requested a moment of silence in honor of Pearl Harbor Day on December 7; followed by the Pledge of Allegiance to the Flag.

**APPROVAL OF MINUTES:**

Motion by Trustee Smith-Spencer and seconded by Trustee Vary to approve the minutes of the November 18, 2013 regular meeting as presented. Motion carried unanimously.

**PUBLIC FORUM:**

Mr. Allison requested permission for members of his Church to set up a table in front of the Chatterbox Diner on the sidewalk to distribute free hot chocolate, hot cider, and books to share the Christmas cheer. He spoke with the owner of the Chatterbox Diner and obtained her permission.

Motion by Trustee Latremore and seconded by Trustee Smith-Spencer to permit members of the Church of Nazarene to distribute free hot chocolate, hot cider, and books to individuals on December 21, 2013 from 4:00 p.m. to 7:00 p.m. providing they do not block the sidewalk and further requested the Clerk/Treasurer to notify the police department. Motion carried unanimously.

Ms. Amyot stated the Village of West Carthage is applying for Community Forestry Program support to plant additional trees on South Main Street near the waterfront and requested President McIlroy to send a letter of support on behalf of RACOG.

**CORRESPONDENCE:**

Lori Borland, Carthage Area Chamber of Commerce sent a thank you letter for the Village's assistance with the Holiday Parade to include the DPW and Police Department.

Carthage Area Hospital is having a Medical Imaging Open House and Ribbon Cutting Ceremony on Thursday, December 12, 2013 from 5:00 p.m. – 7:00 p.m.

**OLD BUSINESS:**

At the November 18, 2013 meeting Alan Cross from the United Community Church submitted a request for the Village Board to consider designating an existing parking space on the corner of State Street and North School Street to benefit their elderly and physically challenged members. Mr. Cross requested the space be designated on State Street. The Trustees wished to review the site where the handicapped space is requested and hold this issue until the December 2, 2013 regular meeting.

Update 12/2/13: After reviewing the site and considerable discussion with Trustee Latremore suggesting to designate the requested parking spot as handicap only on Sundays, the majority of the board denied the request from the United Community Church for a designated handicap

parking space and President McIlroy requested the Clerk/Treasurer to send a letter informing Mr. Cross of the Boards decision.

At the August 19, 2013 meeting, President McIlroy stated he met with NYSDOT representatives regarding the two crosswalks located in the two hundred block of State Street.

Update 12/2/13: NYSDOT sent a letter concerning the crosswalk on State Street reference marker 1146 between the Canal Street and North and South Mechanic Streets intersections. Their safety evaluation noted a cluster of rear-end accidents at the pedestrian crossing near Stefano's Pizzeria, 258 State Street. NYSDOT asked the Village for a Board Resolution of support to eliminate one parking space for each direction on the approach side of the crosswalk to allow improved sight distance for both pedestrians and vehicle drivers

Motion by Trustee Latremore and seconded by Trustee Smith-Spencer for the Clerk/Treasurer to send a letter to NYSDOT stating the Board is not in favor of eliminating the parking spaces due to limited parking on State Street. Motion carried unanimously.

The State of New York Public Service Commission sent a letter stating due to slowing demand for new central office codes in the 315 area code region, they have extended the exhaust date for the 315 area code until the third quarter of 2016.

Motion by Trustee Latremore and seconded by Trustee Smith-Spencer to award the bid of the 2006 Jeep Grand Cherokee to the highest bidder who completed the sealed bid form, Mark Connelly in the amount of \$4,150.00 providing he conforms to the specifications of the bid. Motion carried unanimously.

**NEW BUSINESS:**

Motion by Trustee Smith-Spencer and seconded by Trustee Latremore to approve CDBG 2011 Draw #26 payable to Brian Kaufman and P&M Construction Co. \$4,212.00; Hrabchak, Gebo & Langone, PC \$300.00; and Avalon Associates, Inc. \$460.00. Motion carried unanimously.

Motion by Trustee Latremore and seconded by Trustee Smith-Spencer to approve Program Income Draw #2 payable to Avalon Associates, Inc. \$1,540.00. Motion carried unanimously.

Motion by Trustee Latremore and seconded by Trustee Smith-Spencer authorizing the Clerk/Treasurer to attend the quarterly Clerks Association meeting on December 12, 2013 to include reimbursement of mileage. Motion carried unanimously.

Motion by Trustee Latremore and seconded by Trustee Vary to adopt the 2014 Official Board Meeting Schedule as follows:

**Village of Carthage Regular Meeting Schedule 2014**

<b>Meeting Date</b>	<b>Variances</b>
Monday, January 06, 2014	

Tuesday, January 21,  
2014

Dr. Martin Luther King,  
Jr. Day

Monday, February 03,  
2014

Tuesday, February 18,  
2014

Presidents' Day

Monday, March 03,  
2014

Monday, March 17,  
2014

Monday, April 07, 2014

Monday, April 21, 2014

Monday, May 05, 2014

Monday, May 19, 2014

Monday, June 02, 2014

Monday, June 16, 2014

Monday, July 21, 2014

One Meeting in July

Monday, August 18,  
2014

One Meeting in August

Monday, September 15,  
2014

One Meeting in  
September

Monday, October 06,  
2014

Monday, October 20,  
2014

Monday, November 03,  
2014

Monday, November 17,  
2014

Monday, December 01,  
2014

Organizational Meeting

Monday, December 15,  
2014

*Village Board Meetings begin at 7:00 p.m. and typically occur on the 1<sup>st</sup> and 3<sup>rd</sup> Monday of the month. Exceptions are highlighted above or otherwise approved and posted by the Village Board at a later date. Please contact the Village Clerk's Office during normal business hours if you have questions or concerns.*

Motion carried unanimously.

Motion by Trustee Latremore and seconded by Trustee Vary to accept the annual appointments and designations to be kept on file in the Official Village Minutes as follows:

Clerk/Treasurer:	Kristy O'Shaughnessy
Deputy Clerk:	Wendy Oliver
Community Development Dir.:	John McHugh
Justice Court Clerk:	Lori Borland
Acting Court Justice:	Raymond Taylor
DPW Superintendent:	Daniel Trembley
Water Superintendent:	Ernest Prievo
Police Chief:	Reginald Huber Jr.
Historian:	Laura Prievo
Registrar:	Kristy O'Shaughnessy
Deputy Registrar:	Wendy Oliver
Planning Board Recorder:	Wendy Oliver
Village Attorney:	Mark Gebo

Motion carried unanimously.

Motion by Trustee Latremore and seconded by Trustee Vary to adopt Resolution 22 of 2013 as follows:

**Designation of Official Newspaper Resolution**

**WHEREAS** the Board of Trustees for the Village of Carthage have determined that the "Carthage Republican Tribune" and/or the "Watertown Daily Times" aka Johnson Newspapers shall be designated at the official newspaper.

**NOW THEREFORE BE IT RESOLVED:**

Section 1. That the Board of Trustees does hereby designate the "Carthage Republican Tribune and/or the Watertown Daily Times" as the official newspaper for any/all legal notice deemed necessary.

Section 2. That this Resolution shall take effect immediately.

The foregoing Resolution 22 of 2013 was duly adopted unanimously.

Motion by Trustee Latremore and seconded by Trustee Vary to adopt Resolution 23 of 2013 as follows:

**Official Policy on Advanced Approval of Claims**

**WHEREAS** the Board of Trustees for the Village of Carthage has determined to authorize payment in advance of audit of claims for public utility services, postage, freight, express charges, and

**WHEREAS** all such claims shall be presented at the next regular meeting for audit, and

**WHEREAS** the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Trustees,

**NOW THEREFORE BE IT RESOLVED:**

Section 1. That the Board of Trustees of the Village of Carthage authorized payment in advance of audit claims for public utility services, postage, freight & express charges and all such claims shall be presented at the next regular meeting for audit and the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Trustees.

Section 2. That this resolution shall take effect immediately upon approval.

The foregoing Resolution 23 of 2013 was duly adopted unanimously.

Motion by Trustee Latremore and seconded by Trustee Vary to adopt Resolution 24 of 2013 as follows:

**Mileage Allowance Resolution**

**WHEREAS** the Board of Trustees for the Village of Carthage has determined to pay a fixed rate for mileage as reimbursement to officers and employees of the Village of Carthage who use their personnel automobiles while performing their official duties on behalf of the Village.

**NOW THEREFORE BE IT RESOLVED:**

Section 1. That the Board of Trustees shall approve reimbursement to such officers and employees at the rate allowable by the Internal Revenue Service at the time the mileage expense incurred.

Section 2. That this resolution shall take effect immediately upon approval.

The foregoing Resolution 24 of 2013 was duly adopted unanimously.

Motion by Trustee Latremore and seconded by Trustee Vary to adopt Resolution 25 of 2013 as follows:

**Attendance at School, Conferences and Meetings Resolution**

**WHEREAS** there is to be held during the coming official year a) the New York State Conference of Mayors' Annual Meeting and Training School; b) The New York State Conference of Mayors' and Fall Training School for Fiscal Officers and Municipal Clerks; c) New York State Association of City and Village Clerks' workshops; d) North Country Association of Village Clerk's and Clerk/Treasurer's meetings; ....

**WHEREAS** it is determined by the Board of Trustees for the Village of Carthage that 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:**

Section 1. That the following officers and employees are hereby authorized to attend the schools, conferences, and /or meetings as listed above; President, Trustees, Clerk

/Treasurer, Chief of Police, Water Superintendent, and Department of Public Works Superintendent.

Section 2. That this resolution shall take effect immediately upon approval.

The foregoing Resolution 25 of 2013 was duly adopted unanimously.

Motion by Trustee Latremore and seconded by Trustee Vary to adopt Resolution 26 of 2013 as follows:

**Designation of Official Depositories Resolution**

**WHEREAS** the Board of Trustees for the Village of Carthage has determined that Village Law 4-412(3)(2) requires the designation of banks or trust companies for the deposit of Village of Carthage monies:

**NOW THEREFORE BE IT RESOLVED:**

Section 1. That the Board of Trustees does hereby designate the following institutions as official depositories of all moneys received by the Village Clerk / Treasurer and Receiver of Taxes: First Niagara

Section 2. That this Resolution shall take effect immediately.

The foregoing Resolution 26 of 2013 was duly adopted.

Motion by Trustee Latremore and seconded by Trustee Smith-Spencer to adopt the Review of the Official Village of Carthage Policies contained within the Village of Carthage Code Book as follows:

**§ A150-15. Claims for payment.**

All claims against the Village of Carthage, submitted by the claimant and accompanied by itemized vouchers, must be presented to and acted upon by the Village Board. The Village Clerk is authorized to pay certain bills in advance of Board approval such as bills for utilities, payrolls, and bills carrying a discount. Such bills shall still be submitted for the Boards review, along with the itemized vouchers, at the second Village Board meeting of the month.

**§ A150-16. Signing of checks.**

All checks against Village accounts must be signed by the Village President or in his absence, the Vice President of the Village as well as the Village Clerk/Treasure or in her absence, the Deputy Clerk/Treasurer.

**§ A150-17. Investment policy.**

Pursuant to the authority granted it in § 4-408 of the Village Law, the Village Board of Trustees of the Village of Carthage does hereby authorize the Chief Fiscal Officer, the Village Treasurer of the Village of Carthage, to temporarily deposit or invest monies of the Village of Carthage which are not required for immediate expenditure.

A. Authorized investments:

(1) All Village funds, including proceeds of obligations and reserve funds, in:

(a) Certificates of deposit issued by a bank or trust company authorized to do business in New York State;

(b) Time deposit accounts in a bank or trust company authorized to do business in New York State;

(c) Obligations of New York State.

- (2) All funds except reserve funds may be invested in:
  - (a) Obligations of agencies of the Federal Government if principal and interest are guaranteed by the United States; or
  - (b) With the approval of the State Comptroller, in revenue anticipation notes or tax anticipation notes of other governments.
- (3) Only reserve funds of the Village of Carthage may be invested in obligations of the Village of Carthage.
  - B. All other officials of the Village of Carthage receiving money in their official capacities must deposit such funds in money market or other accounts approved by the Village Treasurer.
  - C. The Board of Trustees of the Village of Carthage is authorized to enter into repurchase agreements with qualified financial institutions in accordance with General Municipal Law provisions related to such repurchase agreements and New York State Comptroller guidelines after review of any such agreement by counsel. The Board of Trustees is further authorized to direct the Village Treasurer or other Chief fiscal Officer of the Village to implement the terms of such agreements without the need for further consultation.
  - D. Conditions: All investments made pursuant to this investment policy shall comply with the following conditions:
    - (1) Collateral.
      - (a) Demand deposits. Demand deposits shall be fully secured by insurance of the Federal Deposit Insurance Corporation. No demand deposits shall be maintained in an account or institution in an amount that exceeds the insurance limits of Federal Deposit Insurance Corporation coverage.
      - (b) Certificates of deposit.
        - [1] Certificates of deposit shall be fully secured by insurance of the Federal Deposit Insurance Corporation or by obligations of New York State or obligations of the United States or obligations of federal agencies, the principal and interest of which are guaranteed by the United States or obligations of New York State local governments. For amounts exceeding Federal Deposit Insurance Corporation coverage limits the Village Treasurer shall require a pledge of appropriate obligations as collateral. In such case the required collateral shall be delivered to the Village of Carthage or a bank designated as a custodial bank by the Village Board of Trustees.
        - [2] The market value of collateral, where required, shall at all times equal or exceed the principal amount of the certificate of deposit in excess of Federal Deposit Insurance Corporation coverage.
      - (c) Collateral shall not be required with respect to the direct purchase of obligations of New York State, obligations of the United State and obligations of federal agencies, the principal and interest of which are guaranteed by the United States Government.
    - (2) Delivery of securities. Payment shall be made by or on behalf of the Village of Carthage for obligations of New York State, obligations the principal and interest of which are guaranteed by the United States, United States obligations, certificates of deposit and other purchased securities upon the delivery thereof to the Village of Carthage or, where designated by the Board of Trustees, a custodial bank.
    - (3) Written contracts. A written contract shall be required with any bank designated by the Board of Trustees as a custodial bank.
    - (4) Designation of custodial bank. If determined by the Village Board of Trustees to be appropriate, the trust company of a bank chartered by the State of New York may be designated by the Village Board of Trustees to act as custodian of the investments of the Village of Carthage. However, securities may not be purchased through any such custodial bank unless that custodial bank places the necessary collateral with a third-party custodial bank so designated by the Board of Trustees.
    - (5) Financial strength of institutions.

- (a) All financial institutions with which the Village deals must be creditworthy. Their financial statements must be reviewed at least annually by the Chief Fiscal Officer to determine satisfactory financial strength or the Chief Fiscal Officer may use credit rating agencies to determine creditworthiness of such financial institutions. Concentrations of Village investments in any financial institutions should be avoided.
- (b) Investments in time deposits and certificates of deposit are to be made with banks or trust companies. Their annual reports should be reviewed by the Chief Fiscal Officer to determine satisfactory financial strength.
- (6) Operations, audit and reporting.
  - (a) The Village Treasurer shall authorize the purchase and sale of all securities.
  - (b) The Village Treasurer will undertake to purchase and sell securities and certificates of deposit through a competitive or negotiated process involving telephone solicitation of at least three bids for each transaction.
  - (c) The Village Treasurer shall maintain or cause to be maintained a proper record of all bonds, notes, securities or other evidences of indebtedness held by the Village for the purpose of investment. Such record shall at least, identify the security, the fund for which held, the place where kept and entries shall be made therein showing date of sale or other disposition and the amount realized there from.
  - (d) Within 120 days of the end of the fiscal year, the Village Treasurer shall prepare and submit to the Village Board of Trustees bank digests for each quarter, an annual investment report, recommendations for change in these investment guidelines and such other matters as is deemed appropriate.
  - (e) The Village Board of Trustees shall review and approve the annual investment report, if practicable, at its July meeting.
  - (f) The Village Board of Trustees shall review and amend these investment guidelines as necessary.
  - (g) The provisions of these investment guidelines and any amendments hereto shall take effect prospectively, and shall not invalidate the prior selection of custodial bank or banks, or any prior investments made.

**§ A150-18. Procurement policy.**

- A. Policy. It is the policy of the Village of Carthage to, wherever possible, secure the lowest possible price for the purchase of goods and services required by the Village. It is the intention of the Village Board and its specific direction to all department heads who have authorization or authority to procure goods and/or services that the following procedures must be followed to assure that uniform quotes for goods and services are received and that the lowest responsible provider is obtained.
- B. Determination of whether bids are required. The first step in the process of the procurement of goods and services shall be to determine whether or not the goods or services are subject to competitive bidding requirements under § 103 of the General Municipal Law. If the procurement of the goods or services is subject to competitive bidding, and not subject to any exemption, then competitive bidding requirements must be strictly adhered to. In the event that a determination is made that procurement of goods and services is not subject to competitive bidding, then the procedures outlined below are to be followed.
- C. County or state contracts. Whenever practicable, the county or state contract price shall be reviewed and utilized if it is in fact the lowest responsible price for the item to be purchased.
- D. Request for proposals. Where the goods or services sought to be purchased are not subject to competitive bidding nor being purchased under county or state contract, the procuring agent for the Village shall request proposals from at least two providers of the goods or services. Written quotes shall be requested for all purchases that exceed \$5,000 but are not otherwise



subject to competitive bidding requirements or being purchased under county or state contracts. Where at all possible, the procurement agent for the Village shall attempt to obtain a minimum of two quotations from responsible providers for any goods or service sought. Any response to a request shall be in writing to be considered if the cost of the goods or service exceeds \$5,000.

E. Award of purchase. Once a reasonable time has been given for a response to the request for quotes, the procurement agent for the Village shall review all responses received and render a written report recommendation. The award of the purchase shall be made to the lowest responsible quotation received. Where an award is sought to be made to a provider other than the lowest responsible provider, a written recommendation providing the reason for the same must be provided to the Village Board and the award may not be made until the Village Board so approves it.

F. Exceptions.

(1) Emergencies. In the event of an emergency, the procedures outlined above need not be adhered to strictly. The Village and/or its procurement agent shall, however, take all reasonable efforts under emergency circumstances to assure that goods and services are purchased from the lowest possible provider.

(2) Unique goods or services. Where there are a limited number of providers for particular goods or a particular service, the Village and/or its procurement agent need only solicit those providers who can actually provide such service or goods. Where the service to be provided is unique, such as the case of professional services, the procurement procedures outlined above need not be adhered to, at the election of the Village Board. Where the goods to be provided are unique and available through only one provider, the procurement procedures outlined above need not be adhered to, at the election of the Village Board.

(3) Budgeted items. Budgeted items approved by the Board will require only submission of oral quotes to the Clerk and/or Trustee providing the purchase order.

G. Annual review. In conjunction with budget preparations, the Village of Carthage shall annually review this policy and procedure. All department heads are required to submit comments on the procedure simultaneously with their budget submission each budget year.

### **§ A150-18.1 Best value policy.**

Award based on low bid or best value. The Village Board may award purchase contracts and service contracts that have been procured pursuant to competitive bidding under General Municipal Law § 103 by either lowest bidder or best value.

B. Applicability. The provisions of this section apply to Village purchase contracts involving an expenditure of more than \$20,000 and Village contracts for services involving an expenditure of more than \$35,000 but exclude purchase contracts necessary for the completion of a public works contract pursuant to Article 8 of the State Labor Law and excluding any other contract that may in the future be excluded under state law from the best value option. If the dollar thresholds of General Municipal Law § 103 are increased or decreased in the future by the State Legislature, the dollar thresholds set forth herein shall be deemed simultaneously amended to match the new General Municipal Law thresholds.

C. Standards for best value. Goods and services procured and awarded on the basis of best value are those that the Village Board determines will be of the highest quality while being the most cost efficient. The determination of quality and cost efficiency shall be based on objectively quantified and clearly described and documented criteria, which may include, but shall not be limited to, any or all of the following: cost of maintenance; proximity to the end user if distance or response time is a significant term; durability; availability of replacement parts or

maintenance contractors; and longer product life; product performance criteria; and quality of craftsmanship.

D. Documentation. Whenever any contract is awarded on the basis of best value instead of lowest responsible bidder, the basis for determining best value shall be thoroughly and accurately documented.

E. Procurement policy superseded where inconsistent. Any inconsistent provision of the Village's procurement policy, as adopted prior to the effective date of this section by resolution of the Village Board, or as amended thereafter, shall be deemed superseded by the provisions of this section.

**§ A150-24. Fixed-assets policy.**

A. The Village Clerk/Treasurer is in charge of recording the fixed assets of the Village. The purpose of the fixed-assets policy is to establish guidelines for the Clerk/Treasurer to follow in recording the purchase price of assets of the Village of Carthage as to whether they are to be capitalized or expensed.

B. All fixed-asset purchases are to be treated as complete units. If a purchase is less than \$2,500, it will be expensed. If a purchase exceeds \$2,500, it shall be recorded by the Village Clerk/Treasurer as a fixed asset and a file card prepared listing the expenditure and the pertinent information to include the cost.

**§ A150-41 Use of Village Vehicles.**

A. Employees of the Village of Carthage are prohibited from driving any village-owned vehicle to their residences for overnight or lunch-time parking. All Village vehicles are to be left in their designated storage area at the close of each working day or shift.

**§ A150-43.1 Harassment prohibited policy.**

A. The Village is committed to providing a work environment that is free of discrimination. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, handicap, or any other legally protected characteristic will not be tolerated. As an example, sexual conduct (both overt and subtle) can serve to create an offensive work environment and is thus prohibited.

B. Any individual who has reason to believe that he or she is the victim of impermissible harassment should promptly report the facts of the incident to his or her supervisor or to the Village Clerk. Oftentimes a statement made in jest can nonetheless be offensive. Please report such incidents immediately. A prompt investigation will be conducted, and the Village will take appropriate corrective action where it is warranted.

C. If you feel that appropriate action has not been taken, you may apply to the Village Board by letter for a further review. The Village Board shall as a group meet with you and take whatever further action, if any, it feels is warranted to remove hostility from the workplace.

Motion carried unanimously.

President McIlroy requested the Clerk/Treasurer to forward the Harassment Prohibited and Use of Village Vehicles policies to all employees for their review and signature. He further requested for Management and employees who may act in their absence to review and sign, in addition to the above mentioned policies, the Procurement and Fixed-assets policies.

President McIlroy presented his list of Trustee Appointments.

Michael Astafan – Deputy President, DPW Liaison, Chairman of the Joint Utility Board, and Reviewer of the monthly bills.

Rebecca Vary – Buildings/Grounds and RACOG member.

Kathleen Latremore – Recreation Liaison and Joint Utility Board member.

Linda Smith Spencer – Water Department Liaison, Code Enforcement Liaison, Joint Utility Board member, Reviewer of the monthly bills.

Motion by Trustee Vary and seconded by Trustee Smith-Spencer to re-appoint Debra Austin to the RACOG Cooperative ZBA Board for a five year term effective January 1, 2014 through December 31, 2019. Motion carried unanimously.

Motion by Trustee Latremore and seconded by Trustee Vary to re-appoint President McIlroy to the Carthage Industrial Development Corporation Board as the Village of Carthage representative effective January 1, 2014 through December 31, 2017. Motion carried unanimously.

Motion by Trustee Latremore and seconded by Trustee Vary to adopt Resolution 27 of 2013 as follows:

**Standard Work Day and Reporting Resolution**

**BE IT RESOLVED**, that the Village of Carthage/ Location code 40111 hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the time keeping system records or the record of activities maintained and submitted by these officials to the clerk of this body:

<b>Title</b>	<b>Name</b>	<b>Std Work Day (Hrs/day)</b>	<b>Term Begins / Ends</b>	<b>Participates in Time-keeping System</b>
<b>Police Chief</b>	<b>Huber , Reginald Jr</b>	<b>8.00</b>	<b>12/03/2013 - 12/02/2014</b>	<b>Yes</b>
<b>Community Development Director</b>	<b>McHugh, John F.</b>	<b>8.00</b>	<b>12/03/2013 - 12/02/2014</b>	<b>Yes</b>
<b>Clerk/Treasurer</b>	<b>O'Shaughnessy, Kristy L.</b>	<b>8.00</b>	<b>12/03/2013 - 12/02/2014</b>	<b>Yes</b>
<b>Deputy Clerk</b>	<b>Oliver, Wendy C.</b>	<b>8.00</b>	<b>12/03/2013 - 12/02/2014</b>	<b>Yes</b>
<b>Water Superintendent</b>	<b>Prievio, Ernest L.</b>	<b>8.00</b>	<b>12/03/2013 - 12/02/2014</b>	<b>Yes</b>
<b>DPW Superintendent</b>	<b>Trembley, Daniel F.</b>	<b>8.00</b>	<b>12/03/2013 - 12/02/2014</b>	<b>Yes</b>

The foregoing Resolution 27 of 2013 was duly adopted unanimously.

Motion by Trustee Latremore and seconded by Trustee Smith-Spencer to approve payment of payrolls and bills as follows: General Fund P/R 11/21/13 and 11/27/13 \$28,873.23; Water Fund

P/R 11/21/13 and 11/27/13 \$4,500.88; Sewer Fund P/R 11/21/13 and 11/27/13 \$3,700.24; Joint Fund P/R 11/27/13 \$9,602.77. General Fund Abstracts \$0; Water Fund Abstracts \$16,660.00; Sewer Fund Abstracts \$0; and Joint Fund Abstracts \$104,568.42. Motion carried unanimously.

**PRESIDENT McILROY UPDATE:**

President McIlroy stated there will be a MS4 meeting on December 11, 2013 at 1:00 p.m. at the Village of Black River and encouraged Trustees to attend.

**LIAISON REPORTS AND COMMENTS:**

Trustee Latremore stated she attended the annual Thanksgiving dinner at the Elks Club which is co-sponsored by Lions and Leos Club and said the meal was wonderful and well attended. Trustee Latremore commended the efforts of the Elks and Lions and Leos Clubs.

**MEDIA QUESTIONS:**

None.

**EXECUTIVE SESSION:**

None.

**ADJOURNMENT:**

Motion by Trustee Smith-Spencer and seconded by Trustee Vary to adjourn at 7:40 p.m. Motion carried unanimously.

Respectfully Submitted,

Kristy L. O'Shaughnessy  
Village Clerk/Treasurer