

Organizational Meeting of the Village of Carthage Board of Trustees
Held in the Board Room of the Carthage Municipal Building
December 1, 2014

ATTENDANCE:

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

Others: Ernie Prievo, Water Superintendent.

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 Deputy President Astafan and seconded by Trustee Vary and to approve the minutes of the November 17, 2014 regular meeting as presented. Motion carried unanimously.

PUBLIC FORUM:

None.

CORRESPONDENCE:

None.

OLD BUSINESS:

There was an Evidentiary Hearing on July 15, 2014 regarding the unsafe condition of 208 North Mechanic Street.

Update 8/18/14: The property on 208 North Mechanic Street is still unsafe. The Board authorized Attorney Gebo send a letter to Mr. Trombley, 208 North Mechanic Street, informing him the Village intends to demolish the building.

Update 9/15/14: Attorney Gebo sent the letter to Mr. Trombley but referenced the wrong address. Attorney Gebo stated he would re-send the letter with the correct address and give Mr. Trombley an additional week of notification of the Village's intent to demolish the building.

Update 10/6/14: President McIlroy stated he and the Community Development Coordinator have been working on obtaining permits to remove the building which they anticipate to cost around \$10,000.00.

Update 10/20/14: President McIlroy stated they are working on disconnecting the services to the residence.

Update 11/03/14: President McIlroy stated he hopes the building will be removed by the November 17, 2014 meeting.

Update 11/17/14: President McIlroy stated they are still working on removing the building.

Update 12/1/14: President McIlroy stated the building should be removed in the next few days.

At the November 3, 2013 meeting, the Board reviewed and discussed the two examples of local laws from the Village of Lacona and the Village of West Carthage regulating farm animals. President McIlroy encouraged the Board to review the examples and be prepared to discuss them at the November 17, 2014 meeting.

Update 11/17/14: President McIlroy stated he did not like the example provided by the Village of Lacona as he preferred the West Carthage example and the Board agreed. President McIlroy requested Attorney Gebo to draft the local law using the example provided by the Village of West Carthage.

Update 12/1/14: President McIlroy cited the sections of the draft of the local law regarding farm animals of which he had questions he will address to Attorney Gebo during the public hearing on December 15, 2014.

At the November 3, 2014 meeting, the Board made a motion to permit the Clerk/Treasurer to meet with Fuller Insurance to review data breach indemnification insurance policies.

Update 11/17/14: The Clerk/Treasurer is still discussing insurance options with Fuller Insurance.

Update 12/1/14: The Clerk/Treasurer requested to hold this discussion until the December 15, 2014 meeting.

At the October 20, 2014 meeting President McIlroy stated the lights at the Recreation Building are not working.

Update 11/03/14: The DPW fixed the lights at the Recreation Building and Chief Huber told the Clerk/Treasurer he feels they do not adequately light the area and suggested installing motion lights. President McIlroy will speak with Chief Huber regarding the lighting at the Recreation Building.

Update 11/17/14: President McIlroy stated more lighting would be beneficial to the Recreation Building and will discuss various options with Chief Huber.

Update 12/1/14: President McIlroy will meet with the DPW Superintendent tomorrow to discuss the placement of lights at the Recreation Building.

At the November 3, 2014 meeting Deputy President Astafan stated he was approached by a resident due to a minimum water/sewer bill being charged twice during one billing cycle due to the sale of the house as they feel the Village is double dipping. The Clerk/Treasurer explained when a home is sold, an attorney requests a final reading which triggers one bill and when the billing cycle ends, another bill is produced and sent to the new property owner. After considerable discussion, President McIlroy asked Trustee Smith-Spencer to research the policy, discuss the issue with the Water Superintendent, and report back to the Board at the November 17, 2014 meeting.

Update 11/17/14: Trustee Smith-Spencer has not met with the Water Superintendent due to his vacation. She will meet with him and report back to the Board at the December 1, 2014 meeting.

Update 12/1/14: Mr. Prievo explained the memo he submitted to the Board prior to the meeting which outlined the number of minimum bills produced during the third quarter of the year. Mr. Prievo stated over two hundred accounts were issued minimum bills and if the accounts were billed based on actual water consumption, the revenue would decrease by approximately \$9,000.00 for one quarter which would need to be made up elsewhere. After considerable discussion, the Board decided this was an isolated incident and to wait until the new billing system is in place and the upgrade to the sewer treatment plant is in motion which is anticipated to change the way the Village bills for water and sewer usage.

The Board reviewed the updated water shut off register which will be disconnected on December 3, 2014 if payment is not received.

At the November 17, 2014 meeting, Ms. Kratzat requested share the road signs for bicycles to be posted in the Village and President McIlroy requested Attorney Gebo to provide a local law regarding share the road signage for the board to review.

Update 12/1/14: The Board reviewed the draft of the local law to post share the road signs and the majority of the Board were in favor of not posting more signs in the Village.

At the November 17, 2014 meeting, the Board requested to have Attorney Gebo prepare a local law to place no parking signs on the 100 block of South Clinton Street and set a public hearing on December 15, 2014.

Update 12/1/14: The draft of the local law was reviewed by the Board.

At the November 17, 2014 meeting, President McIlroy asked Attorney Gebo if the CEO had discussed regulations regarding trailers and Attorney Gebo stated he would forward the drafted local law to the Board for their review.

Motion by Trustee Latremore and seconded by Trustee Smith-Spencer to set a public hearing on December 15, 2014 to add a definition of Manufactured Housing to Chapter 146, Section 146-3 of the Village Code. Motion carried unanimously.

NEW BUSINESS:

Motion by Trustee Latremore and seconded by Trustee Smith-Spencer to approve Home Recapture Draw # 3 payable to Hrabchak, Gebo & Langone, PC \$120.00 and Avalone and Associates, Inc. \$4,000.00. Motion carried unanimously.

Motion by Trustee Smith-Spencer and seconded by Trustee Latremore to authorize the purchase of nineteen employee gift certificates for \$40.00 each not to exceed \$760.00. Motion carried unanimously.

Motion by Trustee Latremore and seconded by Trustee Smith-Spencer to adopt the 2015 Board Meeting Schedule as follows:

Village of Carthage Regular Meeting Schedule 2015

Meeting Date	Variations
Monday, January 05, 2015	
Tuesday, January 20, 2015	Dr. Martin Luther King, Jr. Day
Monday, February 02, 2015	
Tuesday, February 17, 2015	Presidents' Day
Monday, March 02, 2015	
Monday, March 16, 2015	
Monday, April 06, 2015	
Monday, April 20, 2015	
Monday, May 04, 2015	
Monday, May 18, 2015	
Monday, June 01, 2015	
Monday, June 15, 2015	
Monday, July 20, 2015	One Meeting in July
Monday, August 17, 2015	One Meeting in August
Monday, September 21, 2015	One Meeting in September
Monday, October 05, 2015	
Monday, October 19, 2015	
Monday, November 02, 2015	
Monday, November 16, 2015	
Monday, December 07, 2015	Organizational Meeting
Monday, December 21, 2015	

*Village Board Meetings begin at **7:00 p.m.** and typically occur on the **1st** and **3rd 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 Smith-Spencer and seconded by Trustee Latremore to adopt the 2014 annual appointments 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 Priervo
Police Chief:	Reginald Huber Jr.
Historian:	Laura Priervo
Registrar:	Kristy O'Shaughnessy
Deputy Registrar:	Wendy Oliver
Planning Board Recorder:	Wendy Oliver
Village Attorney:	Mark Gebo
Fair Housing Officer:	Michael Astafan

Motion by Trustee Latremore and seconded by Trustee Smith-Spencer to adopt resolution #10 of 2014 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 was duly adopted unanimously.

Motion by Trustee Latremore and seconded by Trustee Smith-Spencer to adopt resolution #11 of 2014 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 was duly adopted unanimously.

Motion by Trustee Smith-Spencer and seconded by Trustee Latremore to adopt resolution #12 of 2014 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 was duly adopted unanimously.

Motion by Trustee Latremore and seconded by Trustee Smith-Spencer to adopt resolution #13 of 2014 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 was duly adopted unanimously.

Motion by Trustee Latremore and seconded by Trustee Vary to adopt Resolution 14 of 2014 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:

Title	Name	Std Work Day (Hrs/day)	Term Begins / Ends	Participates in Time-keeping System
Police Chief	Huber , Reginald Jr	8.00	12/02/2014 - 12/07/2015	Yes
Community Development Director	McHugh, John F.	8.00	12/02/2014 - 12/07/2015	Yes
Clerk/Treasurer	O'Shaughnessy,	8.00	12/02/2014 - 12/07/2015	Yes

	Kristy L.			
Deputy Clerk	Oliver, Wendy C.	8.00	12/02/2014 - 12/07/2015	Yes
Water Superintendent	Prievio, Ernest L.	8.00	12/02/2014 - 12/07/2015	Yes
DPW Superintendent	Trembley, Daniel F.	8.00	12/02/2014 - 12/07/2015	Yes

The foregoing Resolution was duly adopted unanimously.

Motion by Deputy President Astafan and seconded by Trustee Smith-Spencer to adopt resolution #15 of 2014 as follows:

BOND RESOLUTION DATED DECEMBER 1, 2014

A RESOLUTION AUTHORIZING THE ISSUANCE OF SERIAL BONDS NOT EXCEEDING \$2,820,000.00 FOR THE VILLAGE OF CARTHAGE SHARE OF MUNICIPAL WASTEWATER IMPROVEMENTS PROJECT FOR THE VILLAGE OF CARTHAGE/WEST CARTHAGE WASTEWATER POLLUTION CONTROL FACILITY WHICH PROJECT HAS A TOTAL COST OF \$9,400,000.00.

BE IT RESOLVED, by the Village Board of the Village of Carthage, Jefferson County, New York, as follows:

Section 1. The Municipal Wastewater Improvements Project for the Village of Carthage/West Carthage Wastewater Pollution Control Facility is in the best interest of the residents of the Village of Carthage is hereby authorized at a maximum cost of \$9,400,000.00 as recommended by the Village's engineers. The Village of Carthage share is 30% or \$2,820,000.00.

Section 2. It is hereby determined that the period of probable usefulness of the aforesaid force main replacements and generator is forty (40) years; pursuant to subdivision (a)(4) of Section 11.00 of the Local Finance Law. It is further determined that no down payment is required pursuant to Section 107(d)(3)(d) of the Local Finance Law.

Section 3. The plan for financing the Village of Carthage's share of such estimated cost is by the issuance of serial bonds not exceeding \$2,820,000.00 of said Village, and the same is hereby authorized to be issued therefore pursuant to the Local Finance Law and shall be repayable over a term in excess of five years.

Section 4. The faith and credit of the Village of Carthage, Jefferson County, New York is hereby irrevocably pledged for the payment of the principal of and interest on such bonds as the same respectively become due and payable. There shall annually be levied on all sewer users of said Villages, sewer rents sufficient to pay the principal of and interest of such bonds as the same become due and payable.

Section 5. All other matters, except as provided herein relating to such obligations, including determining whether to issue such obligations having substantially level or declining annual debt service and all matters related thereto, prescribing whether to manual or facsimile signatures shall appear on said obligations, prescribing the method for the recording of ownership of said obligations, appointing the fiscal agent or agents for said obligations, providing for the printing and delivery of said obligations (and if said bonds are to be executed in the name of the Village by the facsimile signature of its Village Treasurer), including the consolidation with other issues, shall be determined by the Village Treasurer. It is

hereby determined that it is to the financial advantage of the Village not to impose and collect from registered owners of such obligations any charges for mailing, shipping and insuring bonds transferred or exchanged by the fiscal agent, and, accordingly, pursuant to paragraph c of Section 70.00 of the Local Finance Law, no such charges shall be so collected by the fiscal agent. Such obligations shall contain substantially the recital of validity clause provided for in Section 52.00 of the Local Finance Law and shall otherwise be in such form and contain such recitals in addition to those required by Section 52.00 of the Local Finance Law, as the Village Treasurer shall determine.

Section 6. The validity of such bonds and bond anticipation notes may be contested only if:

- (1) Such obligations are authorized for an object or purpose for which said Village is not authorized to expend money, or
- (2) The provisions of law which should be complied with at the date of publication of this resolution are not substantially complied with, and an action, suit of proceeding contesting such validity is commenced within twenty (20) days after the date of such publication, or
- (3) Such obligations are authorized in violation of the provisions of the Constitution.

Section 7. Upon this resolution taking effect, the same be published in full in the Watertown Daily Times, the official newspaper of said Village, for such purpose, together with a notice of the Village Clerk in substantially the form provided in Section 81.00 of the Local Finance Law.

Section 8. This resolution is subject to permissive referendum.

Section 9. This amended resolution shall constitute a statement of official intent for the purposes of Treasury Regulations Section 1.150-2. Other than as specified in this resolution, no monies are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside with respect to the permanent funding of the object or purpose described herein.

The question of the adoption of the foregoing resolution was duly put to a vote on roll call, which resulted as follows:

<u>G. Wayne McIlroy</u>	Voting <u>Yes</u>
<u>Michael Astafan</u>	Voting <u>Yes</u>
<u>Linda Smith-Spencer</u>	Voting <u>Yes</u>
<u>Rebecca Vary</u>	Voting <u>Yes</u>
<u>Kathleen Latremore</u>	Voting <u>Yes</u>

Motion by Trustee Latremore and seconded by Deputy President Astafan 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/Treasurer 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 of 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 therefrom.
- (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.

§ A150-24. 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.

§ A150-43.1 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.

§ A150-43.1 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.

Motion carried unanimously.

President McIlroy presented his Liaisons Appointments as follows:

G. Wayne McIlroy, President - Police Liaison; RACOG Board Member; WPCF Board Member.
Michael Astafan, Trustee - Deputy President; DPW Liaison; WPCF Chairman; and Review of Bills.
Rebecca Vary, Trustee – Buildings/Grounds; RACOG Board Member; Code Enforcement.
Kathleen Latremore, Trustee – Recreation Liaison, WPCF Board Member.
Linda Smith-Spencer, Trustee – Water Department Liaison; WPCF Board Member; Review of Bills.

PRESIDENT MCILROY UPDATE:

President McIlroy asked the Clerk/Treasurer if she received a response from the NYSDOT regarding posting rough railroad crossing signs of which she answered no. President McIlroy requested she send a second letter to NYSDOT requesting a response and further to send a letter to the Mohawk Adirondack & Northern Railroad. President McIlroy stated the Emergency Response Preparation Training was postponed and the date is yet to be announced. There will be the memory tree lighting ceremony on December 9, 2014 at 7:00 p.m.; a CIDC meeting on December 10, 2014 at 4:00 p.m.; the Chamber is sponsoring an After Hours Event at Condino Motors on December 13, 2014 from 5:00 p.m. – 7:00 p.m.; and the VFW will conduct a Wreath Laying Ceremony December 13, 2014 at 12:00 p.m.

LIAISON REPORTS AND COMMENTS:

Trustee Latremore stated there is a street light still out near her home and President McIlroy stated he would contact the police department. Trustee Latremore asked if there was a policy for leaving police cars running as there was a recent call near her home and the police vehicle ran for nearly four hours. President McIlroy stated he would look into it.

MEDIA QUESTIONS:

None.

EXECUTIVE SESSION:

None.

ADJOURNMENT:

Motion by Trustee Latremore and seconded by Trustee Smith-Spencer to adjourn at 8:15 p.m. Motion carried unanimously.

Respectfully Submitted,

Kristy O'Shaughnessy
Village Clerk/Treasurer