

Regular Meeting of the Village of Carthage Board of Trustees
Held in the Board Room of the Carthage Municipal Building
December 7, 2015

ATTENDANCE:

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

Others: Reginald Huber, Village Police Chief and 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 remembrance of Pearl Harbor, followed by the Pledge of Allegiance to the Flag.

APPROVAL OF MINUTES:

Motion by Deputy President Astafan and seconded by Trustee Smith-Spencer to approve the minutes of the November 16, 2015 Evidentiary Hearing as presented. Motion carried unanimously.

Motion by Trustee Smith-Spencer and seconded by Trustee Vary to approve the minutes of the November 16, 2015 regular meeting as presented. Motion carried unanimously.

PUBLIC FORUM:

None.

CORRESPONDENCE:

Motion by Trustee Latremore and seconded by Deputy President Astafan to permit the Carthage Revolution football team to use the recreation fields for practice beginning in April 2016 throughout the season on Tuesdays and Thursdays from 7:00 p.m. - 9:00 p.m. providing the days do not conflict with the Carthage Little League and they provide a certificate of liability insurance and further permit them to utilize the Recreation Building on Thursdays from February 2016 - April 2016 from 7:00 - 9:00 p.m. to go over plays and waive the \$50.00 rental fee. Motion carried unanimously.

President McIlroy read the correspondence received from Casey Pfannenstiel regarding a systemic issue with the sewage line at 302 North James Street. President McIlroy further stated he spoke with the DPW Superintendent who plans to dig up the line next week and put in a cleanout therefore he requested the Clerk/Treasurer to hold this over until the December 21, 2015 regular meeting.

President McIlroy read the correspondence from Judge Buckingham requesting three reserved parking spots in the rear parking lot of the municipal building where the new stairs were installed of which President McIlroy feels two are sufficient. Judge Buckingham further requested that the reserved parking area not state they are for court personnel and he is confident the Board can come up with language to restrict the areas.

Motion by Deputy President Astafan and seconded by Trustee Smith-Spencer to set a public hearing on January 19, 2016 to discuss reserving parking in the rear parking lot of the municipal building at 6:10 p.m. Motion carried unanimously.

Motion by Deputy President Astafan and seconded by Trustee Latremore to permit the Twin Villages Christmas events on December 11, 2015 and December 12, 2015 to include horse drawn wagon rides throughout the Village. Motion carried unanimously.

President McIlroy read the correspondence received from the NYS Department of Public Service requesting the Village's assistance with distributing publications for the upcoming winter season. President McIlroy requested the Clerk/Treasurer to place the publication on the bulletin board in the hallway of the municipal building.

President McIlroy read the correspondence received from ISO regarding Building Code Effectiveness Grading Schedule in the Village. The Clerk/Treasurer stated the questionnaire was sent to the CEO for his review and completion.

OLD BUSINESS:

At the October 19, 2015 meeting, the Board adopted a local law to establish fees to cover administrative expenses involved in turning on and turning off water and in handling delinquent accounts as well as special readings on water meters. The Clerk/Treasurer requested to hold over establishing the fees until the next regular meeting on November 2, 2015.

Update 11/16/15: Deputy President Astafan has information regarding testing sprinkler systems of which he would like to discuss with the Water Superintendent. Deputy President Astafan requested the Clerk/Treasurer to hold this over until the December 7, 2015 meeting.

Update 12/7/15: Mr. Prievo stated he is opposed to fees to turn water on and turn water off as contractors request that he do so often. Trustee Smith-Spencer asked if residents are gone for months, should we charge fees? Mr. Prievo stated that it will come into effect when we implement an EDU charge. Mr. Prievo stated we currently have sixty-six homes water shut off and seventy homes have not used water in seventy-five days. Mr. Prievo feels the \$25.00 fee to turn water on and \$25.00 fee to turn water off is too much. Deputy President Astafan stated he feels \$100.00 is too much for an annual sprinkler system connection fee. Mr. Prievo stated the water connected to a sprinkler system is not metered and the Village does not have a way of charging for water used. Mr. Prievo stated most establishments with sprinkler systems test them annually and receive a discount on their insurance premium. Trustee Latremore suggested implementing a scale based on the size of the water pipe to the sprinkler system. After considerable discussion, President McIlroy requested the Clerk/Treasurer to hold this over until the December 21, 2015 meeting.

At the October 19, 2015 meeting, President McIlroy asked Attorney Gebo if Timothy Steiner, Laborer could be designated as Acting Water Superintendent without a water license and Attorney Gebo stated Mr. Steiner is not qualified for the position without the license. After considerable discussion President McIlroy requested the Clerk/Treasurer to hold designating an Acting Water Superintendent over until the November 2, 2015 meeting.

Update 11/16/15: Trustee Smith-Spencer thought Mr. Prievo, Water Superintendent was going to attend the meeting as she wished to discuss the Acting Water Superintendent with him. Deputy President Astafan requested the Clerk/Treasurer to hold this over until the December 7, 2015 regular meeting.

Update 12/7/15: President McIlroy stated a IIA water license is required for the Water Superintendent position and Mr. Steiner does not have a license. Mr. Prievo stated Mr. Steiner does anything he does for the water distribution system, except without the license, he is unable to make operational changes without a license. Mr. Prievo stated Mr. Steiner not receiving the extra pay while he was on vacation was ludicrous as he did everything he does and more. President McIlroy asked Mr. Prievo why he did not send Mr. Steiner and Mr. Pominville to classes offered in October. Mr. Prievo stated the classes in October were continuing education courses not courses to obtain the IIA license. Mr. Prievo stated the Clerk/Treasurer faxed the paperwork to NYS Rural Water to register Mr. Steiner and Mr. Pominville for the home study course for their IIA license. After considerable discussion, President McIlroy requested the Clerk/Treasurer to check with Jefferson County Human Resources to see if an Acting Water Superintendent has to meet all of the qualifications of the Water Superintendent. President McIlroy requested the Clerk/Treasurer hold this issue over until the December 21, 2015 meeting.

At the October 19, 2015 meeting, the Board tabled the Chief working additional shifts and receiving additional compensation until further documentation was received from Attorney Gebo. Deputy President Astafan asked the Clerk/Treasurer to hold this over until the December 7, 2015 regular meeting and further to calculate the difference between the additional compensation the Chief is requesting and the compensation received by a part-time officer.

Update 12/7/15: The consensus of the Board is they are in favor of allowing Chief Huber to work additional shifts and receiving compensation for them. President McIlroy asked the Clerk/Treasurer to have Attorney Gebo contact the Teamsters Union to see if they have any concerns. President McIlroy requested the Clerk/Treasurer hold this issue over until the December 21, 2015 meeting.

At the November 16, 2015 meeting, Chief Huber submitted a memo requesting part-time officers be paid time and a half if they work on holidays and Deputy President Astafan requested the Clerk/Treasurer to hold this over until the December 7, 2015 regular meeting.

Motion by Trustee Latremore and seconded by Deputy President Astafan to pay part time police officer time and half for holidays, as outlined in the police union contract, worked. Motion carried unanimously.

The Board reviewed the water shut off list for the period ending December 4, 2015.

Trustee Latremore stated she had a recommendation for a potential planning board member. President McIlroy asked to hold it until later in the meeting.

NEW BUSINESS:

Motion by Deputy President Astafan and seconded by Trustee Latremore authorizing President McIlroy to sign the no objection to trail request for the Missing Link Snowmobile Club for the 2015 - 2016 season. Motion carried unanimously.

President McIlroy read the memo the DPW Superintendent submitted to the Board requesting to hire Cole Pacella, who worked temporarily in the summer, during his winter break from December 21, 2015 - January 19, 2016 to assist with snow removal.

Motion by Trustee Latremore and seconded by Deputy President Astafan to bring the discussion to the floor regarding hiring Cole Pacella for snow removal. Trustee Latremore requested Deputy President Astafan to check with the DPW Superintendent to see if there are other duties Mr. Pacella can perform if the weather stays mild. President McIlroy requested the Clerk/Treasurer hold this issue over until the December 21, 2015 meeting.

Motion by Trustee Vary and seconded by Trustee Smith-Spencer to adopt the 2016 Official Meeting Schedule to include changing the meeting time from 7:00 p.m. to 6:00 p.m. as follows:

Village of Carthage Regular Meeting Schedule 2016

Meeting Date	Variations
Monday, January 04, 2016	
Tuesday, January 19, 2016	Dr. Martin Luther King, Jr. Day
Monday, February 01, 2016	

Tuesday, February 16, 2016	Presidents' Day
Monday, March 07, 2016	
Monday, March 21, 2016	
Monday, April 04, 2016	
Monday, April 18, 2016	
Monday, May 02, 2016	
Monday, May 16, 2016	
Monday, June 06, 2016	
Monday, June 20, 2016	
Monday, July 18, 2016	One Meeting in July
Monday, August 15, 2016	One Meeting in August
Monday, September 19, 2016	One Meeting in September
Monday, October 03, 2016	
Monday, October 17, 2016	
Monday, November 07, 2016	
Monday, November 21, 2016	
Monday, December 05, 2016	Organizational Meeting
Monday, December 19, 2016	

*Village Board Meetings begin at **6:00 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 with Trustee Latremore opposed.

Motion by Trustee Latremore and seconded by Trustee Smith-Spencer to adopt the 2015 annual appointments as follows:

Clerk/Treasurer:	Kristy O'Shaughnessy
Deputy Clerk:	Wendy Oliver
Community Development Dir:	Sarah Bullock
Justice Court Clerk:	Lori Borland
Acting Court Justice:	Raymond Taylor
DPW Superintendent:	Edgar Countryman
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
Fair Housing Officer: Michael Astafan

Motion carried unanimously.

Motion by Trustee Latremore and seconded by Trustee Smith-Spencer to adopt Resolution 15 of 2015 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 16 of 2015 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 Latremore and seconded by Trustee Smith-Spencer to adopt Resolution 17 of 2015 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 18 of 2015 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 Smith-Spencer to adopt Resolution 19 of 2015 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 Smith-Spencer to adopt Resolution 20 of 2015 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	12/08/2015 - 12/05/2016	Yes
Community Development Dir.	Bullock, Sarah	8.00	12/08/2015 - 12/05/2016	Yes
Clerk/Treasurer	O'Shaughnessy, Kristy L.	8.00	12/08/2015 - 12/05/2016	Yes
Deputy Clerk	Oliver, Wendy C.	8.00	12/08/2015 - 12/05/2016	Yes
Water Superintendent	Prievio, Ernest L.	8.00	12/08/2015 - 12/05/2016	Yes
DPW Superintendent	Countryman II, Edgar	8.00	12/08/2015 - 12/05/2016	Yes
Village Trustee	Kathleen Latremore	6.00	12/08/2015 - 12/05/2016	No

Motion carried unanimously.

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/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 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.

The Clerk/Treasurer stated she will forward the applicable policies to employees for their review.

President McIlroy presented his Liaisons Appointments as follows:

G. Wayne McIlroy, President - Police Liaison; RACOG Board Member; WPCF Board Member; and Joint Water Board Member.

Michael Astafan, Trustee - Deputy President; DPW Liaison; WPCF Chairman; Joint Water Board Member and Review of Bills.

Rebecca Vary, Trustee – Buildings/Grounds; RACOG Board Member; Code Enforcement.

Kathleen Latremore, Trustee – Recreation Liaison, WPCF Board Member and Joint Water Board Member.

Linda Smith-Spencer, Trustee – Water Department Liaison; WPCF Board Member; Joint Water Board Member; and Review of Bills.

PRESIDENT MCILROY UPDATE:

President McIlroy thanked the Board for their patience and support during his wife's long term illness. President McIlroy stated he spoke with the Town of Wilna Supervisor regarding the Village Planning Board and asked if the Town would be interested in taking it over. President McIlroy explained to Mr. Smith that the Village Planning Board rarely meets and is not qualified as the majority of them do not attend required training. Mr. Smith stated he will discuss the issue with the Town Board and Town Planning Board. President McIlroy stated he had a meeting at the Town of Wilna regarding dog control. President McIlroy stated he and the Clerk/Treasurer will be attending the 20 over 40 luncheon in Watertown on Thursday, December 10, 2015 as Sarah Bullock will be honored. The Chamber of Commerce will be hosting a Business After Hours at Condino Motors on December 10, 2015; Railroad pre-bid meeting on December 11, 2015; tour of the City of Watertown wastewater treatment plant on December 14, 2015; joint water and sewer meeting December 16, 2015 at 4:00 p.m. at the Carthage Municipal Building; and the DPW Christmas party will be hosted by West Carthage at their Municipal Building on December 18, 2015 at 12:30 p.m.

LIAISON REPORTS AND COMMENTS:

None.

MEDIA QUESTIONS:

None.

Chief Huber suggested raising the amount of parking ticket fees. President McIlroy told him to send a memo to the Board.

EXECUTIVE SESSION:

Motion by Trustee Latremore and seconded by Trustee Smith-Spencer to enter Executive Session at 8:40 p.m. to discuss the employment history of a particular DPW employee and ask Mr. Prieto to attend. Motion carried unanimously.

Motion by Trustee Latremore and seconded by Trustee Smith-Spencer to resume Regular Session at 8:50 p.m. Motion carried unanimously.

ADJOURNMENT:

Motion by Trustee Smith-Spencer and seconded by Trustee Latremore to adjourn at 8:40 p.m. Motion carried unanimously.

Respectfully Submitted,

Kristy O'Shaughnessy

Village Clerk/Treasurer