

Regular Meeting of the Village of Carthage Board of Trustees
Held in the Board Room of the Carthage Municipal Building
December 3, 2012

ATTENDANCE:

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

Others: Reginald Huber, Police Chief; Ernest Prievo, Water Superintendent; and one Participation in Government students.

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 followed by the Pledge of Allegiance to the Flag.

APPROVAL OF MINUTES:

Motion by Trustee Vary and seconded by Trustee Smith-Spencer to approve the minutes of the November 19, 2012 regular meeting as presented. Motion carried unanimously.

PUBLIC FORUM:

None

CORRESPONDENCE:

President McIlroy read the certificate of appreciation received from the Carthage Elks Lodge #1762 and Carthage Lions Club for the Villages' continued support for the fourth annual free Thanksgiving dinner on November 22, 2012.

President McIlroy read the invitation from the Carthage Free Library for their grand re-opening on Thursday, December 6, 2012 from 4:00 p.m. – 7:00 p.m. and encouraged the Trustees to attend.

Motion by Deputy President Astafan and seconded by Trustee Vary to allow Lori Borland, Carthage Area Chamber of Commerce Director and the Magro family to decorate the Village Green and to contact Daniel Trembley, DPW Superintendent for assistance. Motion carried unanimously.

OLD BUSINESS:

At the November 19, 2012 regular meeting, President McIlroy asked Attorney Gebo if the Consolidated Health Board had different options for the Health Officer. Attorney Gebo stated he would look into it and get back to the board.

Update 12/03/12: Attorney Gebo provided documentation for the board to review regarding the Consolidated Health Board Officer. President McIlroy requested the Clerk/Treasurer to hold this issue until the December 17, 2012 regular meeting when Attorney Gebo will be present.

At the November 19, 2012 regular meeting, the Clerk/Treasurer presented the idea from Chief Huber of looking into purchasing new signs for the Municipal Building. President McIlroy asked the Clerk/Treasurer to obtain quotes and submit them at the next meeting on December 3, 2012.

Motion by Trustee Vary and seconded by Trustee Latremore to accept the quote submitted by JCJ Graphix for new signage at the Municipal Building to include decals on both sets of entrance doors, the Clerk's Office, the Police Department, Court Room doors; stand off signs for upstairs directional, downstairs directional, Code Enforcement and No Smoking for a total cost not to exceed \$675.00. Motion carried unanimously.

NEW BUSINESS:

Motion by Trustee Latremore and seconded by Deputy President Astafan to approve CDBG Draw #8 for Lead Safe, LLC \$800.00 and Avalon Associates, Inc. \$1,610.87. Motion carried unanimously.

The board reviewed the cable audit of franchise fees by Computel Consultants and requested the Clerk/Treasurer to hold until they have the remainder of the utility audits completed.

Motion by Deputy President Astafan and seconded by Trustee Smith-Spencer to adopt Resolution #12 of 2012 as follows: Pursuant to agreement with Wendy Oliver that she shall be responsible for 100% of medical or major/medical insurance premiums and she does not receive a monetary payment for not enrolling the medical plan. Motion carried unanimously.

Motion by Trustee Smith-Spencer and seconded by Trustee Latremore authorizing the Clerk/Treasurer to attend the quarterly Clerks Association meeting on December 13, 2012 at the Tug Hill Winery to include mileage reimbursement. Motion carried unanimously.

Motion by Trustee Smith-Spencer and seconded by Deputy President Astafan to adopt the 2013 Official Board Meeting Schedule (Attachment A). Motion Carried unanimously.

Motion by Trustee Latremore and Seconded by Trustee Vary to accept the annual appointments and designations as presented by the Board and to be kept on file in the Official Village Minutes. Motion carried unanimously.

Clerk/Treasurer:	Kristy O'Shaughnessy
Deputy Clerk:	Wendy Oliver
Justice Court Clerk:	Lori Borland
Acting Court Justice:	Raymond Taylor
DPW Superintendent:	Daniel Trembley
Water Superintendent:	Ernest Prievo
Historian:	Laura Prievo
Registrar:	Kristy O'Shaughnessy
Deputy Registrar:	Wendy Oliver
Planning Board Recorder:	Wendy Oliver
Village Attorney:	Mark Gebo

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.

Motion by Trustee Latremore seconded by Trustee Vary the foregoing Resolution 13 of 2012 was duly adopted. Motion carried unanimously.

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.

Motion by Trustee Latremore and seconded by Trustee Vary to adopt Resolution 14 of 2012 to adopt the advanced approval of claims policy. Motion carried unanimously.

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.

Motion by Trustee Smith-Spencer seconded by Trustee Latremore to adopt Resolution 15 of 2012 to adopt the Mileage Allowance policy.

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.

Motion by Trustee Smith-Spencer and seconded by Trustee Vary the foregoing Resolution 16 of 2012 was duly adopted. Motion carried unanimously.

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.

Motion by Deputy President Astafan and seconded by Trustee Latremore to adopt the foregoing Resolution 17 of 2012 was duly adopted. Motion carried unanimously.

Motion by Deputy President Astafan and seconded by Trustee Smith-Spencer to adopt the Review of the Official Village of Carthage Policies detailed in Attachment B and further contained within the Village of Carthage Code Book as follows:

§ A150-15. Claims for payment.

§ A150-16. Signing of checks.

§ A150-17. Investment policy.

§ A150-18. Procurement policy.

§ A150-24. Fixed-assets policy.

§ A150-41 Use of Village Vehicles.

§ A150-43.1 Harassment prohibited policy.

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, EDCC Board member and Review of the monthly bills.

Rebecca Vary – Buildings/Grounds, Joint Utility Board member, 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, Review of the monthly bills.

Motion by Deputy President Astafan and seconded by Trustee Smith-Spencer to issue all full-time employees and the part-time Clerk \$40.00 gift certificates for the Carthage Market. Motion carried unanimously.

The CEO Report was reviewed and there were no questions. Deputy President Astafan was pleased with the detailed format.

The Water Superintendent Report was reviewed and President McIlroy requested the Clerk/Treasurer to forward it to Attorney Gebo and further requested Mr. Prieto to be present at the December 17, 2012 regular meeting.

The Treasurers Report was reviewed and there were no questions. The General Fund cash balance is \$1,379,781.78 with Reserves of \$171,202.99; Water Fund cash balance is \$282,598.10 with Reserves of \$109,673.30 and the Sewer Fund cash balance is \$112,686.94 with Reserves of \$52,551.89 the Joint Fund cash balance is \$29,206.10 with Reserves of \$387,635.75.

Motion by Trustee Smith-Spencer and seconded by Deputy President Astafan to approve payment of payrolls and bills as follows: General Fund P/R 11/21/12, 11/29/12, and 12/03/12 \$32,716.40; Water Fund P/R 11/21/12 and 11/29/12 \$4,199.90; Sewer Fund P/R 11/21/12 and 11/29/12 \$3,663.78; Joint Fund P/R 11/28/12 and 12/03/12 \$8,841.51. General Fund Abstracts, \$0; Water Fund Abstracts, \$0; Sewer Fund Abstracts, \$58,046.42; and Joint Fund Abstracts, \$119,478.08. Motion carried unanimously.

PRESIDENT McILROY UPDATE:

President McIlroy is very pleased with how nice the Christmas lights in the Village look. There will be an EDCC meeting Wednesday, December 5, 2012 at 4:00 p.m. at the Village of Carthage Municipal Building. The Memory Tree Lighting Ceremony will be Tuesday, December 11, 2012 at 7:00 p.m. President McIlroy asked Chief Huber to look into having an emergency telephone outside of the Police Department for residents to use if there is an emergency and the Police are not in the office.

LIAISON REPORTS AND COMMENTS:

Deputy President Astafan requested Executive Session to discuss the employment history of a particular DPW person and the employment history of a particular corporation.

MEDIA QUESTIONS:

None

EXECUTIVE SESSION:

Motion by Trustee Vary and seconded by Trustee Latremore to enter Executive Session at 8:03 p.m. to discuss the employment history of a particular DPW person and the employment history of a particular corporation and invite Chief Huber and Mr. Prievo to attend. Motion carried unanimously.

Mr. Prievo was excused at 8:20 p.m. and Chief Huber was excused at 8:45 p.m.

Motion by Deputy President Astafan and seconded by Trustee Smith-Spencer to resume regular session at 9:15 p.m. Motion carried unanimously.

Motion by Trustee Latremore and seconded by Trustee Smith-Spencer to pay Barry LaVine a prorated longevity in the amount of \$531.31; equal to the 13 paychecks he received for the year. Motion carried unanimously.

ADJOURNMENT:

Motion by Trustee Smith-Spencer and seconded by Trustee Latremore to adjourn at 9:17 p.m. Motion carried unanimously.

Respectfully Submitted,

Kristy L. O'Shaughnessy
Village Clerk/Treasurer