

Regular Meeting of the Village of Carthage Board of Trustees
Held in the Board Room of the Carthage Municipal Building
December 5, 2016

ATTENDANCE:

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

Others: Robert Ball, CEO and Kathleen Latremore.

CALL TO ORDER:

President McIlroy called the meeting to order at 6:00 p.m., requested a moment of silence in remembrance of Pearl Harbor, followed by the Pledge of Allegiance to the Flag.

APPROVAL OF MINUTES:

Motion by Trustee Vary and seconded by Deputy President Astafan to approve the minutes of the November 21, 2016 regular meeting as presented. Motion carried unanimously.

PUBLIC FORUM:

None.

CORRESPONDENCE:

None.

OLD BUSINESS:

At the July 18, 2016 meeting, Attorney Gebo stated the 120 day notice period for Springbrook to cancel the contract has expired. Attorney Gebo further stated the only correspondence received from Springbrook was a bill for accounting software they never delivered. Attorney Gebo stated he will proceed with collections from Springbrook.

Update 08/15/16: Attorney Gebo is proceeding with collections.

Update 09/19/16: Attorney Gebo stated that he participated in a conference call with Springbrook representatives and the Clerk/Treasurer on September 9, 2016 and is hopeful that we will have a resolution in the near future.

Update 10/03/16: President McIlroy requested the Clerk/Treasurer to hold this over until the October 17, 2016 regular meeting when Attorney Gebo is present.

Update 10/17/16: Attorney Gebo stated he thinks Springbrook is waiting for confirmation from their legal department and he will follow up with them.

Update 11/7/16: The Clerk/Treasurer stated she received a phone call from Springbrook who stated the Village should receive a refund check within the next few weeks.

Update 11/21/16: Attorney Gebo expressed that he feels Springbrook is working through their administrative process in order to forward a check to the Village for amounts owed.

Update 12/05/16: President McIlroy stated Attorney Gebo sent Springbrook another email and is awaiting their response.

At the July 18, 2016 meeting, President McIlroy read the correspondence received regarding a dangerous tree at 602 Alexandria Street and stated he would follow up with the CEO.

Update 08/15/16: Attorney Gebo stated a violation notice has been sent to the property owner and no response has been received therefore Deputy President Astafan requested the Clerk/Treasurer to hold this over until the September 19, 2016 meeting.

Update 09/19/16: The CEO submitted correspondence stating the property owner is looking into removing the tree and he should have an update at the October 3, 2016 meeting.

Update 10/03/16: President McIlroy stated the CEO informed him that National Grid and Eager Beaver plan to remove the tree on Friday.

Update 10/17/16: President McIlroy asked the Clerk/Treasurer if she spoke with the CEO. The Clerk/Treasurer stated she spoke with the CEO and a portion of the tree has been removed by National Grid and the CEO left a message for the property owner requesting the status of the remaining portion of the tree.

Update 11/07/16: President McIlroy requested the Clerk/Treasurer to hold this over until Attorney Gebo is present at the November 21, 2016 meeting.

Update 11/21/16: President McIlroy expressed that it has been over a month since the CEO has heard from the property owner regarding the removal of the tree. President McIlroy asked Attorney Gebo what the Board's options are and Attorney Gebo expressed they should have an Evidentiary Hearing to give the property owner a chance to voice his concerns. President McIlroy expressed he will get back to Attorney Gebo set a date and time for the hearing.

Update 12/05/16: President McIlroy stated Mr. Countryman contacted Glen Rogers who is an Arborist, to check the health of the tree and he will have a report by the end of the week.

At the November 7, 2016 meeting, President McIlroy stated he spoke with the CEO regarding the highlighted changes he would like the Village to make in regard to the Village Code, Chapter 59. Campers, Travel Trailer, Motor Homes, and Recreational Vehicles. President McIlroy requested the Trustees to look it over and further requested the Clerk/Treasurer to hold this over until the November 21, 2016 meeting.

Update 11/21/16: Deputy President Astafan voiced his concerns regarding restricting a permit for campers, travel trailers, motor homes, and recreational vehicles to one per year. President McIlroy requested the Clerk/Treasurer to contact the CEO and request his presence at the next meeting so he can explain his concerns with the current Village Code and answer any of the Board's questions.

Update 12/05/16: Mr. Ball explained the changes he would like the Board to make to Village Code, Chapter 59 which includes limiting the amount of permits granted annually and increasing the penalties for violating the permit. After considerable discussion, the Board requested the Clerk/Treasurer to hold this over until December 19, 2016 when Attorney Gebo is present.

At the November 7, 2016 meeting, Trustee Latremore suggested the Village look into the land for sale which is adjacent to the DPW and President McIlroy stated he will look into it.

Update 11/21/16: President McIlroy contacted the realtor listing the property who stated it is three acres of mostly swamp land with a sale price of \$18,000.00 of which he feels is too much to pay. Trustee Latremore asked what the assessed value of the property is and suggested that the Village could offer the property owner that amount. Mr. Countryman stated the Village will need to be careful of the use of the property if purchased because it is considered wetlands. President McIlroy stated he will look into the assessed value and have it for the next meeting.

Update 12/08/16: President McIlroy looked into the assessed value of the property which is only a couple of thousand dollars. President McIlroy stated the property which has value is owned by the NYS and the property for sale is swamp land therefore he requested the Clerk/Treasurer to remove this item from the agenda.

At the November 21, 2016 meeting, the Board requested the Clerk/Treasurer to revise Village Code A150-28 Paid holidays to only include full-time employees.

Update 12/08/16: The Clerk/Treasurer presented the revised draft of A150-28. Paid Holidays and also included a revised A150-29. Longevity Benefits to only include full-time employees.

Motion by Trustee Vary and seconded by Trustee Smith-Spencer to set a public hearing on January 17, 2017 at 6:10 p.m. to review the revised A150-28. Paid Holidays and A150-29. Longevity Benefits. Motion carried unanimously.

At the November 21, 2016 meeting, President McIlroy stated he would look into the parking shortage at the Schermerhorn building, located at 254 State Street, as they requested additional parking for their tenants in the Village parking lot.

Update 12/08/16: President McIlroy stated he feels 254 State Street needs an additional parking space of which the owner claims they were promised when the parking lot was created.

Motion by Trustee Smith-Spencer and seconded by Trustee Vary to have Michael Astafan, manager of 256 State Street apartment building, issue one parking permit in the Village parking lot for the apartment building located at 254 State Street. Motion carried with Deputy President Astafan abstaining.

NEW BUSINESS:

President McIlroy asked the Board if they would consider changing to one meeting per month. Trustee Smith-Spencer stated she prefers to stay with two meetings per month. Trustee Vary stated she feels one meeting per month is suffice and suggested the Board could hold special meetings if any immediate issues were to arise. Deputy President Astafan stated he will go along with the majority and expressed if one meeting per month doesn't work, the Board can always change back to two meetings per month. Trustee Franchini stated the Town always had one meeting per month and if something came up, they would schedule a special meeting. President McIlroy does not feel two meetings are necessary as there is not a lot of business during the first meeting, not a lot of public participation, and Attorney Gebo is only present at the second meeting.

Motion by Trustee Vary and seconded by Trustee Franchini to change from two meetings per month to one meeting per month to commence on the third Monday of every month and further have the Clerk/Treasurer revise the meeting schedule to be presented at the December 19, 2016 meeting. Motion carried with Trustee Smith-Spencer opposed.

Motion by Trustee Smith-Spencer and seconded by Trustee Vary to accept the 2016 Elected Officials, who signed the Oath of Office Book prior to the meeting, for the four year term December 5, 2016 - December 7, 2020 as follows:

Michael F. Astafan	Village Trustee
Marco J. Franchini	Village Trustee
S. Lucille Shettleton	Village Justice

Motion carried unanimously.

Motion by Trustee Vary and seconded by Trustee Smith-Spencer to adopt the 2016 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 Priervo
Police Chief:	Reginald Huber Jr.
Historian:	Laura Priervo
Registrar:	Kristy O'Shaughnessy
Deputy Registrar:	Wendy Oliver
Village Attorney:	Mark Gebo
Fair Housing Officer:	Michael Astafan

Motion carried unanimously.

Motion by Deputy President Astafan and seconded by Trustee Vary to adopt Resolution 7 of 2016 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 Vary and seconded by Trustee Smith-Spencer to adopt Resolution 8 of 2016 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 Vary and seconded by Trustee Smith-Spencer to adopt Resolution 9 of 2016 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 Vary and seconded by Trustee Smith-Spencer to adopt Resolution 10 of 2016 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: Key Bank
 Section 2. That this Resolution shall take effect immediately.
 The foregoing resolution was duly adopted unanimously.

Motion by Trustee Franchini and seconded by Trustee Vary to adopt Resolution 11 of 2016 as follows:

Standard Work Day and Reporting Resolution

BE IT RESOLVED, that the Village of Carthage/ Location code 40111 hereby establishes the following standard work days for these titles and will report the officials to the New York State and Local Retirement System based on their record of activities:

Title	Standard Work Day	Name	Record of Activities Result	Term Begins / Ends
Village Trustee	6	Michael F. Astafan		12/05/2016 - 12/07/2020

Motion carried unanimously.

Motion by Deputy President Astafan and seconded by Trustee Vary 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.

§ 150-17.1- Fund Balance Policy.

- A. Purpose. The Village Board recognizes that the maintenance of a fund balance is essential to the preservation of the financial integrity of the Village and is fiscally advantageous for the Village and the taxpayer. This policy establishes goals to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and similar circumstances.
- B. Definitions. Fund balance is a measurement of available financial resources and is the difference between total assets and total liabilities in each fund. GASB Statement 54 distinguishes fund balance classified based on the relative strength of the constraints that control the purposes for which specified amounts can be spent. Beginning with the most restrictive constraints, the fund balance consists of restricted and unrestricted classifications further broken down in individual components:
Restricted Fund Balance Components:
 - 1) Nonspendable – amounts that are not in a spendable form (e.g., inventory) or are legally or contractually required to be maintained intact (e.g., permanent fund principal).
 - 2) Restricted – amounts that can be spent only for the specific purposes stipulated by external parties either constitutionally or through enabling legislation (e.g., grants, donations, or reserves).
 - 3) Committed – amounts that can be used only for the specific purposes determined by a formal action of the Board of Trustees. Commitments may be changed or lifted only by referring to the formal action that imposed the constraint originally (e.g., the board's commitment in connection with future construction projects).

Unrestricted Fund Balance Components:

4) Assigned – amounts intended to be used by the government for specific purposes. Intent can be expressed by the Village Board or by a designee to whom the governing body delegates the authority. In governmental funds other than the general fund, assigned fund balance represents the amount that is not restricted or committed. This indicates that resources in other governmental funds are, at a minimum, intended to be used for the purpose of that fund.

5) Unassigned – includes all amounts not contained in other classifications and is the residual classification of the general fund only. Unassigned amounts are available for any legal purpose.

D. Policy. It is the policy of the Village of Carthage to achieve and maintain an unassigned fund balance in the general fund of not less than three months worth of expenditures. In conjunction with the budget process, the minimum unassigned fund balance for the forthcoming fiscal year is calculated as follows:

$(\text{Total Expenses} - \text{Contingencies} - \text{Reserves} - \text{Debt}) \times 3 \text{ months} = \text{Unassigned Fund Balance}$

E. Policy administration.

1) If the unassigned fund balance falls below the goal, the Village Board shall develop a restoration plan to achieve and maintain the minimum unassigned fund balance using the following guidelines:

- a) Replenish the desired levels in the following fiscal year budget.
- b) When not possible, develop a plan to replenish the desired level not to exceed three fiscal years.

2) If the unassigned fund balance exceeds the goal, the Village Board shall reduce the excessive unassigned fund balance using the following guidelines:

- a) Purchase necessary equipment and capital outlay expenditures or other one time expenditures.
- b) Reduce debt principal if permitted by funding source ahead of schedule.
- c) Finance reserve funds.

F. Annual review. The Village Board will annually review all restricted and unrestricted fund balance components in conjunction with budget preparations. This policy will be reviewed during the annual meeting.

§ 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.

§ A150-41 Use of Village Vehicles.

With the exception of on-duty police officers who reside in the Village, employees are prohibited from driving any village-owned vehicle to their residences except while performing official job duties at their residence. 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.

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 – Recreation and Code Enforcement Liaison; WPCF Board Member and Joint Water Board Member.

Marco Franchini, Trustee – Buildings/Grounds Liaison and RACOG 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 stated the next Chamber After Hours will be Thursday, December 8, 2016 at Condino Motors from 5:00 p.m. - 7:00 p.m.; Carthage/ West Carthage DPW Christmas party at West Carthage on Friday, December 9, 2016 at 12:00 p.m.; Twin Villages Christmas and Memory Tree Lighting on Saturday, December 10, 2016; CIDC meeting December 13, 2016 at 4:00 p.m.

LIAISON REPORTS AND COMMENTS:

Deputy President Astafan stated he is thankful he was re-elected as it has been a pleasure to work with everyone. Trustee Smith-Spencer welcomed Trustee Franchini to the Board. President McIlroy welcomed Trustee Franchini and stated he is glad Deputy President Astafan was re-elected as they have served on the Village Board together since 1998. President McIlroy thanked Ms. Latremore for assisting Trustee Franchini during the meeting. Trustee Franchini stated he is new at this but looks forward to working with everyone.

MEDIA QUESTIONS:

None.

EXECUTIVE SESSION:

None.

ADJOURNMENT:

Motion by Trustee Smith-Spencer and seconded by Deputy President Astafan to adjourn at 6:42 p.m. Motion carried unanimously.

Respectfully Submitted,

Kristy O'Shaughnessy
Village Clerk/Treasurer