

# ORGANIZATIONAL MEETING

## AGENDA

APRIL 15, 2014

Call to Order

### APPOINTMENTS as presented by the Mayor:

Deputy Mayor	Chris Brown
Clerk/Treasurer	Betsy Lipka
Deputy Clerk/Treasurer	Lynne Roberts
Attorney	Robert McKertich/Coughlin & Gerhart
Water Billing Clerk	Lynne Roberts
Deputy Water Billing Clerk	Betsy Lipka
Keeper of the Clock	Betsy Lipka
Acting Village Justice	Gary Dence
Clerk to the Judge	Lynn Craig
Police Commissioner	Eric Halstead
Deputy Police Commissioner	Chris Brown
Commissioner of Public Works	Gary Consalvi
Deputy Commissioner of Public Works	Connie Naughton
Commissioner of Youth & Recreation	Nancy King
Commissioner of Streets	Connie Naughton
Deputy Commissioner of Streets	Gary Consalvi
Commissioner of Water	Chris Brown
Deputy Commissioner of Water	Gary Consalvi
Commissioner of Parks	Nancy King
Deputy Commissioner of Parks	Chris Brown
Commissioner of Buildings & Grounds	Connie Naughton
Deputy Commissioner of Buildings & Grounds	Nancy King
School Crossing Guard	Jim Russell
Primary Water Operator	Nick Thomas
Secondary Water Operator	George Seeley

**A motion must be made to approve and accept.**

### BONDING

Pursuant to Village Law 3-306, the Board of Trustees is required to execute bonds for certain officers and other Village employees. Sprague Insurance has bonds prepared as follows:

Clerk/Treasurer	\$100,000
Deputy Clerk/Treasurer	\$100,000
Village Justice	\$ 30,000
Acting Village Justice	\$ 30,000
Court Clerk	\$ 30,000

**A motion must be made to approve and accept.**

## OFFICIAL NEWSPAPER

A motion must be made and approved to designate an official newspaper effective for one year. It cannot be the Pennysaver or any other publication which is distributed primarily for advertising purposes. The current official newspaper is *The Candor Chronicle*.

**A motion must be made to approve and accept.**

## DATES AND TIMES OF REGULAR MEETINGS

A motion must be made and approved to hold regular meetings for the Village Board of Trustees.

Currently they're held on the first and third Tuesday of each month, commencing at 6:30 PM. The schedule for the 2014-2015 fiscal year would be as follows:

June 3, 16, 2014	October 7, 21, 2014	February 3, 17, 2015
July 2, 15, 2014	November 4, 18, 2014	March 3, 17, 2015
August 5, 19, 2014	December 2, 16, 2014	April 7, 21, 2015
September 2, 16, 2014	January 6, 20, 2015	May 5, 19, 2015

**A motion must be made to approve and accept.**

## SPECIAL MEETINGS RESOLUTION

The following Resolution is presented for approval:

WHEREAS, at times, the Village of Candor has just cause to call for a special meeting to be held outside the normally scheduled meeting night, and

WHEREAS, it is not unusual to have special meetings called by the Mayor alone, or by at least two (2) Trustees acting together,

NOW, THEREFORE, BE IT RESOLVED:

Section 1. That the following procedure be adopted as the standard by which all special meetings will be convened: The Mayor alone or at least two (2) Trustees acting together can request that a special meeting be scheduled. These parties can then schedule the special meeting via phone calls and/or electronic mail, or upon the request of either convening party, the Village Clerk and/or Deputy Village Clerk can be designated to make the appropriate phone calls and/or write the electronic mail to each party of the Village Board directing them as to the time and date of the special meeting.

Section 2. That this Resolution shall take effect immediately.

**A motion must be made to approve and accept.**

## 2014 ORGANIZATIONAL MEETING

A motion must be made and approved to schedule the 2014 organizational meeting. Unless you prefer to change it, our normal annual organizational meeting is the first Tuesday in April, which would make the next one April 7, 2015.

**A motion must be made to approve and accept.**

## **REVIEW OF PROCUREMENT POLICY**

We have a procurement policy in place, however, this is when you should review it to make any changes. It currently reads as follows:

1. All purchases for services and goods, with the exception of common and regular expenses such as public utilities, debt service, payroll, gasoline, freight and express charges, postage and the like, shall require the completion of a Village of Candor Supply Requisition Form, signed and dated by the individual making said request, and approved and dated by a supervisor.
2. Single purchases of services and goods up to the dollar amount of two hundred fifty dollars (\$250.00) may be allowed by Village of Candor employees with the required signed and approved Village of Candor Supply Requisition Form.
3. Single purchases of services and goods above two hundred fifty dollars (\$250.00) shall require Board approval and an accompanying signed and approved Village of Candor Supply Requisition Form.
4. Services and goods exceeding twenty thousand dollars (\$20,000) for public works contracts shall be subject to bid.
5. All purchases for services and goods shall be made in the Village or Town of Candor or the County of Tioga whenever possible.

**A motion must be made to approve and accept.**

## **ADVANCE APPROVAL OF CLAIMS**

A Resolution must be presented and approved to pay certain bills between regularly scheduled bill-paying meetings (currently the second regular meeting of each month).

WHEREAS, the Board of Trustees has determined to authorize payment in advance of Audit of Claims for public utility services, postage, freight and express charges, debt service, payroll, and

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

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

NOW, THEREFORE, BE IT RESOLVED:

Section 1. That the Board of Trustees authorizes payment in advance of Audit of Claims for public utility services, postage, freight and express charges, debt service, and payroll, and all such claims shall be presented at the next regular business meeting for audit, and the claimant and officer incurring or approving the same shall be jointly and severely liable for any amount disallowed by the Board of Trustees.

Section 2. That this Resolution shall take effect immediately.

**A motion must be made to approve and accept.**

## **MILEAGE ALLOWANCE**

A Resolution must be presented and approved to pay mileage as reimbursement to employees or officers of the Village when they use their personal vehicle for official duties. The NYS government mileage rate is now 55.5 cents/mile.

WHEREAS, the Board of Trustees has determined to pay a fixed rate of 55.5 cents per mile for mileage as reimbursement to officers and employees of the Village of Candor who use their personal vehicle 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 of 55.5 cents per mile.

Section 2. That this Resolution shall take effect immediately.

**A motion must be made to approve and accept.**

## **ATTENDANCE AT SCHOOLS AND CONFERENCES**

A Resolution must be presented and approved to allow officers and employees of the Village to attend schools or conferences.

WHEREAS, there is to be held during the coming official year (a) the NYCOM Annual Meeting and Training School; (b) the NYCOM Fall Training School for Fiscal Officers and Municipal Clerks; (c) County Association Meeting; (d) Water Operators Schools; (e) etc., and

WHEREAS, it is determined by the Board of Trustees 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 any Village employee or official or such others as may be authorized by the Mayor and the Board of Trustees must have prior approval to attend such events and must submit an estimated cost of associated expenses prior to the attendance of the meetings, conferences, or schools that benefit the municipality.

Section 2. That this Resolution shall take effect immediately.

**A motion must be made to approve and accept.**

## **OFFICIAL DEPOSITORY**

A Resolution must be presented and approved to designate an official depository for the Village of Candor.

WHEREAS, the Board of Trustees has determined that Village Law 4-412(3)(2) requires the designation of banks or trust companies for the deposit of all village monies;

NOW, THEREFORE, BE IT RESOLVED:

Section 1. That the Board of Trustees designated the following institutions as depositories of all monies received by the Village Treasurer, Clerk, and Receiver of Taxes:

Tioga State Bank

Section 2. That this Resolution shall take effect immediately.

**A motion must be made to approve and accept.**