

Minutes of Organizational Meeting of the Board of Trustees of the Village of Glen Park held on October 5, 2020. The meeting was held at the Municipal Complex, 642 Main Street, Glen Park. Mayor Stephen Macaulay called the meeting to order at 6 pm. All present had masks on for this meeting and were social distanced.

ROLL CALL: 1) MAYOR-ELECT STEPHEN MACAULAY, 2) TRUSTEE SHANE WISNER, 3) TRUSTEE-ELECT JOAN POSTORINO, 4) TRUSTEE ROBERT WASHER and 5) TRUSTEE-ELECT LARRY J. BROWN. 6) POLICE OFFICER LARRY JOBSON, 7) DPW SUPERVISOR AND GLEN PARK FIRE DEPARTMENT CHIEF RALPH SKINNER, 8) TREASURER RENE'E KOLB, and 9) VILLAGE CLERK CONSTANCE G. HOARD.

Upon motion made by Joan Postorino, seconded by Shane Wisner, the reading of the minutes was dispensed with and the minutes of the previous meeting held on September 14, 2020 were accepted, with any corrections, as presented by Village Clerk Constance G. Hoard. CARRIED.

The oaths of office were administered by Village Clerk Constance G. Hoard to Mayor-Elect Stephen Macaulay, Trustee-Elect Joan Postorino and Trustee-Elect Larry J. Brown. Due to the pandemic, our Village Election had been postponed and eventually scheduled by Governor Andrew Cuomo from March 18, 2020 until September 15, 2020. The terms for Mayor and Two Trustees elected on September 15, 2020 will expire April, 2022. The following were given the oaths of offices, each was for the balance of term until April 2022. Thereafter, Mayor Stephen Macaulay, Trustees Joan Postorino and Larry J. Brown entered the meeting.

Mayor Stephen Macaulay presented the following policies to the Board of Trustees for review and re-adoption:

Investment Policy adopted April 3, 1993. Upon motion made by Joan Postorino, seconded by Robert Washer, the Investment Policy is hereby re-adopted. CARRIED

Glen Park Village Board & Mayor's Appointment list for 2020-2021. Upon motion made by Joan Postorino, seconded by Shane Wisner, the Village Board & Mayor Appointments for 2020-2021 amended 15 September 2020 hereby are approved. CARRIED

Mayor Stephen Macaulay presented **Standard Work Day & Reporting Resolution RS 2417-A** as prepared by Treasurer Rene'e Kolb and presented to Village Clerk Constance G. Hoard for signature and Village Seal for annual review and consideration in compliance with original resolution enacted February 4, 2013. Resolution RS 2417A which was enacted February 4, 2013, will be reviewed at the organizational meeting following the Village Election.

Treasurer Rene'e Kolb had Resolution 2417A indicating the Standard Work Day Resolution for Employees which includes Department of Public Works Supervisor 8 hours, Department of Public Works Laborer 8 hours, Treasurer/Tax Collector/Deputy Clerk 8 hours, Board of Trustees 8 hours, Zoning Officer 6 hours, Police Officer 8 hours, Clerk 8 hours, Health Officer 6 hours. The **Standard Work Day Resolution for Employees RS 2418** as prepared by Treasurer Rene'e Kolb will be presented to Village Clerk Constance G. Hoard for signature and attachment of the Village Seal thereto for its annual review. A copy of the resolution will be attached when available and made a part of these minutes. CARRIED.

A copy of the Resolution will be posted at the main entrance to the Village Office for at least 30 days by Treasurer Rene'e Kolb. Village Clerk Constance G. Hoard's **Standard Work Day file** had been left in Treasurer's Rene'e Kolb's possession in 2016 and will continue to remain in the possession of Treasurer Rene'e Kolb. CARRIED

Auto Reimbursement will be at the federal rate upon motion made by Joan Postorino, seconded by Shane Wisner. The original motion was made by Board of Trustees at their meeting on April 1, 2002. CARRIED.

Resolution for Advance Approval of Claims for payment of public utility service, postage, freight and express charges. This resolution was originally adopted at the April 5, 1993 meeting of the Board of Trustees of the Village of Glen Park. All such claims must be presented at the next regular meeting for audit and the claimant and the officer incurring or approving the claims are jointly and severally liable for any amount the Board of Trustees disallows. The resolution was re-adopted at the April 1, 2019 meeting. Upon motion made by Shane Wisner, seconded by Robert Washer, the resolution is re-adopted. CARRIED.

Resolution for Attendance at Schools and Conferences for education benefiting the municipality by all elected and appointed officials, as well as employees of the Village of Glen Park. Pursuant to General Municipal Law Section 77-b municipal officers may attend schools, conferences and seminars conducted for the benefit of the local government. However, attendance is not authorized, nor can reimbursement be applied for, unless the Board of Trustees approves the attendance in advance. Upon motion made by Joan Postorino, seconded by Shane Wisner, the resolution is re-adopted. The original resolution was adopted April 2, 2018. CARRIED

The **Village of Glen Park Procurement Policy** supported by **Resolution No. 2 Adopting Local Law 1 of 2019 dated April 1, 2019 Authorizing the Use of a Best Value Award Methodology for Purchase Contracts** which should be reviewed annually by the Village Board at its organizational meeting or as soon thereafter as is reasonably practical. Upon motion made by Robert Washer, seconded by Joan Postorino, the Procurement Policy supported by Local Law 1 of 2019 is hereby re-adopted.

Police Officer Larry Jobson gave an oral report. A copy of Officer Larry Jobson's written report for the month of September, 2020 was presented for filing with Village Clerk Constance G. Hoard. Mayor Stephen Macaulay presented a letter received from Governor Andrew Cuomo concerning Governor Cuomo's calling for a New York State Police Reform and Reinvention Collaborative. A copy of the letter is attached and made a part of these minutes.

A Zoning Permit Application from Ricky and Aimee Boyce for a small building on their property on Woodlawn Avenue, Glen Park was given by Mayor Stephen Macaulay for review and approval. Upon motion made by Joan Postorino, seconded by Robert Washer, zoning permit is hereby granted. CARRIED

Supervisor Ralph Skinner gave an oral report. There was no written report.

Treasurer Rene'e Kolb presented Treasurer's Monthly Report for the month of September, 2020. Upon motion made by Joan Postorino, seconded by Shane Wisner, Treasurer's Report is hereby accepted as presented. CARRIED.

Treasurer Rene'e Kolb presented budget transfer for approval of the following **Budget Transfers Fiscal Year 2019-2020:**

Sewer Fund

| 10/5/2020 | To | From | Orig.Bal. | Adjusted Bal. |
|---|--------|--------|-----------|---------------|
| To: <u>Sewage Treatment & Disposal Eq. G 8130.2</u> | 600.00 | | 28,000.00 | 28,600.00 |
| From: Sewage Treatment & Disp <u>Contractual Expense G8130.4</u> | | 600.00 | 68,450.00 | 67,850.00 |

Upon motion made by Shane Wisner, seconded by Joan Postorino, The budget transfer is authorized and a copy of the budget transfer is attached and made a part of these minutes. CARRIED.

A Notice of Adoption of Resolution was presented to the Board of Trustees for review for a permissive referendum authorizing a purchase from the entitled "Sewer Capital Reserve Fund", subject to a permissive referendum, which resolution is abstracted as follows:

Purpose: Purchase of Busch Mink Vacuum pump and moisture separator for the Vacuum Station, 801 Main St.

Total Cost: \$28,580.41

Financing: Transfer of \$28,580.41 from Sewer Capital Reserve Fund as per the Board of Trustees budget fiscal year 2020-2021 to the Sewer Fund and expended from G8130.2.

The resolution abstracted above is available during normal business hours at the office of the Clerk of the Village of Glen Park, Constance G. Hoard, 116 East Main Street, Brownville, NY 13615.

Upon motion made by Joan Postorino, seconded by Robert Washer, the permissive referendum is adopted as presented. CARRIED. Legal notice with a copy of the permissive referendum will be available during normal business hours at the office of the Clerk of the Village of Glen Park, 116 East Main Street, Brownville, NY. A copy of legal notice sent by Village Clerk Constance G. Hoard to Watertown Daily Times for publication within 10 days from the date of adoption of the permissive referendum resolution will be attached and made a part of these minutes. Following publication in the Watertown Daily Times, Village Clerk Constance G. Hoard will have a copy of the legal notice posted in six conspicuous places throughout the village – Woodlawn Ave./Main Street, Superior Street/Main Street; 624 Main Street/624 Church Street; Church Street/Park Street; Church Street/Glen Street and Village Office Bulletin Board, 642 Main Street.

Treasurer Rene'e Kolb requested authorization to become a member of New York State Society of Municipal Financial Officers at a cost of \$40.00 per year and New York Association of City and Village Clerks at a cost of \$50.00 per year. Upon motion made by Shane Wisner, seconded by Joan Postorino, Board of Trustees authorizes Treasurer Rene'e Kolb may become a member New York State Society of Municipal Financial Officers at a cost of \$40.00 per year and New York Association of City and Village Clerks at a cost of \$50.00 per year. CARRIED.

Upon motion made by Shane Wisner, seconded by Larry J. Brown, utility fee schedules as indicated by print out which had been placed on website by Mayor Stephen Macaulay was discussed and **Self-certification Form, along with Deferred Payment Agreement due to COVID 19 Pandemic Form** prepared by Treasurer Rene'e Kolb were discussed and are attached and are made a part of these minutes.. CARRIED.

Upon motion made by Robert Washer, seconded by Joan Postorino, Treasurer Rene'e Kolb is authorized to pay all verified bills as authorized, evidenced by the bills, for each abstract approved by auditors (Trustee Shane Wisner and Mayor Stephen Macaulay) when presented by Treasurer Rene'e Kolb. The original abstracts will then be delivered by Treasurer Rene'e Kolb for review by Glen Park Board Board of Trustees and signed by them, dated the date of their individual signatures, and presented when available to Village Clerk Constance G. Hoard who will direct payment of the bills, a copy placed into Village Clerk Constance G. Hoard's files and the originals will be returned to Treasurer Rene'e Kolb for placement of an original of each abstract in her files:

| | | |
|--------------------------|----------|----------|
| Abstract Debt Service 4B | 30349.00 | |
| Abstract General 4B | 32141.61 | |
| Abstract Sewer 4B | 6535.41 | |
| Abstract Water 4B | 90.66 | |
| Abstract General 5A | 14338.37 | |
| Abstract Sewer 5A | 705.47 | |
| Abstract Water 5A | 73.33 | CARRIED. |

There being no further business before the Organizational Meeting, the meeting was adjourned at 6:40 p.m. and the reading of the minutes was dispensed with upon motion made by Joan Postorino, seconded by Robert Washer. CARRIED

Respectfully submitted,

CONSTANCE G. HOARD,
Village Clerk