

VILLAGE OF SAVONA

15 McCoy Street
Savona, NY 14879

MAYOR – Brian C. Scott

TRUSTEES – Mary Finch
Tina Carson
Carl Peters Jr.
Chris McCann

Minutes for September 22, 2020

The organizational meeting of the Board of Trustees was called to order at 6:00 PM at the Village Hall on the above date by Mayor Scott.

Swearing In by Justice Horton:

Heather Swarthout swore in Michael Horton as Justice for a four year term.

Justice Horton swore in Carl Peters Jr. as Trustee for a two year term.

Justice Horton swore in Chris McCann as Trustee for a two year term.

PRESENT: Mayor: Brian Scott; Trustees: Mary Finch, Tina Carson, Carl Peters Jr.

ALSO PRESENT: VCT Heather Swarthout, Hon. Mike Horton, Kyle Fitzpatrick

ABSENT: Trustee McCann until voting on Zoning Board of Appeals Members.

Mayor Scott led the Pledge to the Flag.

Oath(s) of Office:

Michael Horton signed an oath of office for a four (4) year term as Justice for the Village of Savona. The term begins September 22, 2020 and ends April 5, 2024.

Carl Peters Jr. signed an oath of office for a two (2) year term as Trustee for the Village of Savona. The term begins September 22, 2020 and ends April 5, 2022.

Chris McCann signed an oath of office for a two (2) year term as Trustee for the Village of Savona. The term begins September 22, 2020 and ends April 5, 2022.

Organizational Meeting Date 2021:

Mayor Scott stated that the next Organizational Meeting for the Village of Savona will be April 5, 2021 at 6:00pm here at the village hall.

Motion made by Trustee Finch, seconded by Trustee Carson.

“Yea” = Trustee Finch, Trustee Carson, Trustee Peters Jr.

“No” = None

Absent: Trustee McCann

Mayoral Nominations:

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Trustee Carson made the motion to approve the appointment of Mary Finch as Deputy Mayor from September 22, 2020 – April 5, 2021. Mayor Brian Scott seconded the motion.

“Yea” = Trustee Finch, Trustee Carson, Trustee Peters Jr., Mayor Brian Scott

“No” = None

Absent: Trustee McCann

Trustee Finch made the motion to approve the appointment of Kenneth DeWert as Code/Building Inspector from September 22, 2020 – April 5, 2021. Trustee Carson seconded the motion.

“Yea” = Trustee Finch, Trustee Carson, Trustee Peters Jr.,

“No” = None

Absent: Trustee McCann

Trustee Carson made the motion to approve the appointment of Carl Tuttle as Animal Control Officer from September 22, 2020 – April 5, 2021. Trustee Finch seconded the motion.

“Yea” = Trustee Finch, Trustee Carson, Trustee Peters Jr.,

“No” = None

Absent: Trustee McCann

Trustee Finch made the motion to approve the appointment of Logan Tuttle as Deputy Animal Control Officer from September 22, 2020 – April 5, 2021. Trustee Carson seconded the motion.

“Yea” = Trustee Finch, Trustee Carson, Trustee Peters Jr.,

“No” = None

Absent: Trustee McCann

Trustee Finch made the motion to approve the appointment of Pamela Prescott as Justice Court Clerk from September 22, 2020 – April 5, 2021. Trustee Carson seconded the motion.

“Yea” = Trustee Finch, Trustee Carson, Trustee Peters Jr.,

“No” = None

Absent: Trustee McCann

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Trustee Carson made the motion to approve the appointment of Steve Beebe as Village Cleaner from September 22, 2020 – April 5, 2021. Trustee Finch seconded the motion.

“Yea” = Trustee Finch, Trustee Carson, Trustee Peters Jr.,
“No” = None
Absent: Trustee McCann

Trustee Finch made the motion to approve the appointment of Richard Littell as Village Historian from September 22, 2020 – April 5, 2021. Trustee Peters Jr. seconded the motion.

“Yea” = Trustee Finch, Trustee Carson, Trustee Peters Jr.,
“No” = None
Absent: Trustee McCann

Trustee Finch made the motion to approve the appointment of Richard Littell as Building and Ground Custodian from September 22, 2020 – April 5, 2021. Trustee Peters Jr. seconded the motion.

“Yea” = Trustee Finch, Trustee Carson, Trustee Peters Jr.,
“No” = None
Absent: Trustee McCann

Trustee Peters Jr. made the motion to approve the appointment of Douglas Horton as Acting Village Justice from September 22, 2020 – April 5, 2021. Trustee Finch seconded the motion.

“Yea” = Trustee Finch, Trustee Carson, Trustee Peters Jr.,
“No” = None
Absent: Trustee McCann

Zoning Board of Appeals Members:

The Zoning Board and their term dates are as follows:

Kyle Lowery, Chairperson, 3/31/2021

Sue Rumsey, expire 3/31/2022

Londa Ross, expire 3/31/2023

Daniel Nichols, expire 3/31/2024

Trustee McCann made the motion to approve the ZBA Members and their terms as listed above. Trustee Finch seconded the motion.

“Yea” = Trustee Finch, Trustee Carson, Trustee Peters Jr., Trustee McCann
“No” = None
Absent: None

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Local Health Officer:

We are to continue with the Mayor position being the Local Health Officer for the period of September 22, 2020 – April 5, 2021.

It was moved by Trustee Finch and seconded by Trustee Carson to have the Mayor hold the office of Local Health Officer for the period of September 22, 2020 – April 5, 2021.

“Yea” = Trustee Finch, Trustee Carson, Trustee Peters Jr., Trustee McCann

“No” = None

Absent: None

Water Account Clerk:

Mayor Scott requested a motion to appoint Heather Swarhout as the Village’s Water Account Clerk for the period of September 22, 2020 – April 5, 2021.

It was moved by Trustee Peters Jr. and seconded by Trustee Finch to appoint Heather Swarhout as the Village’s Water Account Clerk for the period of September 22, 2020 – April 5, 2021.

“Yea” = Trustee Finch, Trustee Carson, Trustee Peters Jr., Trustee McCann

“No” = None

Absent: None

Attorney for the Village:

Mayor Scott stated that we are to continue to retain the Mullen & Associates as our Village Attorneys for the period of September 22, 2020 – April 5, 2021 or until they separate from service either voluntarily or involuntarily.

It was moved by Trustee McCann, seconded by Trustee Carson to have the Snavely, Mullen & Associates be the Village Attorneys.

“Yea” = Trustee Finch, Trustee Carson, Trustee Peters Jr., Trustee McCann

“No” = None

Absent: None

Records Management Officer:

It was moved by Trustee Finch and seconded by Trustee Peters Jr. to approve Heather Swarhout as the Records Management Officer for the year September 22, 2020 – April 5, 2021.

“Yea” = Trustee Finch, Trustee Carson, Trustee Peters Jr., Trustee McCann

“No” = None

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Absent: None

Budget Officer:

It was moved by Trustee Carson and seconded by Trustee McCann to approve Heather Swarhout as the Budget Officer under the direction of the Mayor for the year September 22, 2020 – April 5, 2021.

“Yea” = Trustee Finch, Trustee Carson, Trustee Peters Jr., Trustee McCann

“No” = None

Absent: None

Tax Collector:

It was moved by Trustee Peters Jr. and seconded by Trustee Finch to approve Heather Swarhout as the Tax Collector for the year September 22, 2020 – April 5, 2021.

“Yea” = Trustee Finch, Trustee Carson, Trustee Peters Jr., Trustee McCann

“No” = None

Absent: None

Village Newspaper:

It was moved by Trustee McCann and seconded by Trustee Peters Jr. that pursuant to Village Law 211-2100 (1) the Corning Leader be named the official newspaper for the Village for the year September 22, 2020 – April 5, 2021.

“Yea” = Trustee Finch, Trustee Carson, Trustee Peters Jr., Trustee McCann

“No” = None

Absent: None

Regular Board Monthly Meeting:

Pursuant to Public Officers Law (104) (1), it was moved by Trustee Peters Jr. and seconded by Trustee McCann to hold the Village Board meetings on the 3rd Thursday of each month at 6:00 pm at the Village Hall and to authorize Clerk Swarhout to do a legal ad in the newspaper stating same. Meetings are subject to change per the Mayor’s approval.

“Yea” = Trustee Finch, Trustee Carson, Trustee Peters Jr., Trustee McCann

“No” = None

Absent: None

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Zoning Board Meeting:

It was moved by Trustee Peters Jr. and seconded by Trustee Carson to hold the Planning Board meetings on the 2nd Wednesday of the month as needed at 6:00 pm at the Village Hall; this information is to be included in the above stated legal ad.

“Yea” = Trustee Finch, Trustee Carson, Trustee Peters Jr., Trustee McCann

“No” = None

Absent: None

Special Board Meeting:

With regard to the Special Board Meeting requirements, it was moved by Trustee Finch and seconded by Trustee Carson for the Mayor to direct the Village Clerk to contact each board member individually as well as comply with the provisions of the Public Offices Law Section 104 Subsection 2 as long as time permits. The board of trustees agree that village e-mail is a form of notification.

“Yea” = Trustee Finch, Trustee Carson, Trustee Peters Jr., Trustee McCann

“No” = None

Absent: None

Procurement Policy:

A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to the procurement. If unable to get estimates, then it is up to the village board.

It was moved by Trustee Finch and seconded by Trustee Carson to approve the above procurement policy.

“Yea” = Trustee Finch, Trustee Carson, Trustee Peters Jr., Trustee McCann

“No” = None

Absent: None

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Payments in Advance:

Pursuant to Village Law Section 5-524 (6), the board of trustees may, by resolution, authorize claims for public utility services, postage, freight, and express charges and all such claims be presented at the next regular board meeting for an audit of claims.

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; and

WHEREAS all such claims must be presented at the next regular meeting for audit; and

WHEREAS the claimant and the officer incurring or approving the claim are jointly and severally liable for any amount the board of trustees disallows.

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. 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.

Section 2. That this resolution is effective immediately.

It was moved by Trustee Peters Jr. and seconded by Trustee Carson pursuant to Village Law Section 5-524 (6) to authorize payments in advance in regards to details outlined above.

“Yea” = Trustee Finch, Trustee Carson, Trustee Peters Jr., Trustee McCann

“No” = None

Absent: None

Mileage:

Pursuant to Village Law Section 5-524 (7), the actual and necessary expenses the officers and employees incur in the performing of their official duties are a village charge. However, the board of trustees may, in lieu of auditing and allowing a claim for actual and necessary expenses for travel, determine by resolution to pay a reasonable mileage allowance for use of personal automobiles in performing official duties.

WHEREAS the board of trustees has determined to pay a fixed rate for mileage as reimbursement to Village officers and employees who use their personal automobiles while performing their official Village duties:

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NOW THEREFORE BE IT RESOLVED:

Section 1. That the board of trustees will approve reimbursement to such officers and employees at the rate of \$0.57.5 per mile or current IRS rate.

Section 2: That this resolution is effective immediately.

It was moved by Trustee Finch and seconded by Trustee Carson pursuant to Village Law Section 5-524 (7), to pay a fixed rate for mileage. It was decided to adopt the published IRS rate of the rate set by the IRS which has a current prevailing rate of \$0.57.5 per mile and the rate will change as the IRS rate changes for the year September 22, 202 – April 5, 2021.

“Yea” = Trustee Finch, Trustee Carson, Trustee Peters Jr., Trustee McCann

“No” = None

Absent: None

Attendance at Schools and Conferences:

Pursuant to Village Law Section 77-b, municipal officials and employees 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 of the attendance in advance. This would include such meets as NYCOM’s Annual Meeting and Training School, the NYCOM Fall Training School for Fiscal Officers and Municipal Clerks, etc.

WHEREAS there is to be held during the coming official year

1. NYCOM’s Annual Meeting and Training School
2. NYCOM’s Fall Training School
3. NYCOM’s Public Works Training School
4. County association meetings; etc.; and

WHEREAS 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 authorized to attend the following schools:

1. VC/T and Mayor to attend annual training
2. Court officials to attend annual training
3. All elected and appointed officials for annual training, workshops, conference and other schools

Section 2: That this resolution is effective immediately from September 22, 2020 to April 5, 2021.

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It was moved by Trustee Finch and seconded by Trustee McCann pursuant to Village Law Section 77-b, for the above schools or trainings are hereby authorized.

“Yea” = Trustee Finch, Trustee Carson, Trustee Peters Jr., Trustee McCann

“No” = None

Absent: None

Depositories:

Pursuant to Village Law section 4-412(3)(2), the board of trustees must designate, by resolution, banks or trust companies in which the treasurer, clerk, and receiver who are designated and appointed as village receiver may deposit village moneys received by them.

WHEREAS the board of trustees has determined that the Village Law section 4-412 (3) (2) requires the designation of banks and trust companies for deposit of all village monies;

NOW THEREFORE BE IT RESOLVED:

Section 1: That the board of trustees designates the following institutions as depositories of all moneys received by the village treasurer, clerk and receiver of taxes:

1. Five Star Bank (General & Water Fund)
2. Community National Bank NA (Court Funds)

BAN's and SIB's can be at any bank or trust company depending on rate.

Section 2: That this resolution is effective immediately.

It was moved by Trustee Finch and seconded by Trustee Carson to approve the following banks as official depositories.

“Yea” = Trustee Finch, Trustee Carson, Trustee Peters Jr., Trustee McCann

“No” = None

Absent: None

Petty Cash:

The following are authorized to have petty cash funds. The replenishment of all petty cash funds will be via a voucher and substantiated receipts.

- General Fund \$50.00
- Justice Court \$50.00
- Water Fund \$50.00

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It was moved by Trustee Peters Jr. and seconded by Trustee McCann to approve the above petty cash funds that are to be replenished via a voucher and substantiated receipts.

“Yea” = Trustee Finch, Trustee Carson, Trustee Peters Jr., Trustee McCann

“No” = None

Absent: None

Responsibilities of Board Members:

Mayor Scott – Trees/Streets

Trustee Finch – Inventory/Court

Trustee Peters – Buildings & Grounds/Fire Department Liaison

Trustee McCann – Park/Drains

Trustee Carson – Sidewalks/Signs/Street Lights/Auditor Liaison/Zoning Liaison

Park Assignment (includes opening & closing of bathrooms on event days)

Trustee Peters – July/October

Trustee Finch – April

Trustee Carson – June/September

Trustee McCann – May/August

Mayor Scott – Fill in

Bath Town Board Assignment:

Mayor Scott – June/November/March

Trustee Finch – April/September/February

Trustee Carson – May/October

Trustee McCann – August/December

Trustee Peters – July/January

ADJOURNMENT:

It was moved by Trustee Peters Jr. and seconded by Trustee Finch to adjourn the meeting at 6:22 pm.

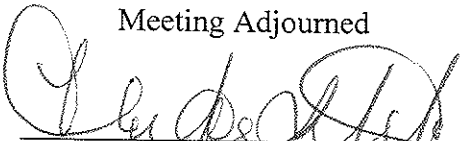
“Yea” = Trustee Finch, Trustee Carson, Trustee Peters Jr., Trustee McCann

“No” = None

Absent: None

Motion Carried.

Meeting Adjourned



Heather Swarthout, Village Clerk